

**NATIONAL BUREAU OF STANDARDS REPORT**

7337

**USE OF A COMPUTER TO PREPARE  
PERSONNEL REPORTS AT THE  
NATIONAL BUREAU OF STANDARDS**

by

Genevie Urban and Iris Lloyd



**U. S. DEPARTMENT OF COMMERCE  
NATIONAL BUREAU OF STANDARDS**

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# NATIONAL BUREAU OF STANDARDS REPORT

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Genevie Urban and Iris Lloyd

Data Processing Systems Division

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**U. S. DEPARTMENT OF COMMERCE  
NATIONAL BUREAU OF STANDARDS**

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# USE OF A COMPUTER TO PREPARE PERSONNEL REPORTS AT THE NATIONAL BUREAU OF STANDARDS

Genevie Urban and Iris Lloyd

## I. SUMMARY OF THE SYSTEM

This report covers the systems analysis and programming work done at the National Bureau of Standards involving the use of automatic data processing equipment to prepare personnel reports and statistical tables of data about employees and positions.

An IBM 704 computer is being used to process data about the employees, research associates, and guest workers of the National Bureau of Standards, and to produce from these data 37 regularly scheduled reports or listings and an estimated 40 nonrecurring reports per year. Eight of these reports must be prepared by all civilian agencies of the Federal Government. Twenty-six reports are supplied for internal management use at NBS. Three listings are used in the Personnel Division of the Bureau to replace card files and manually prepared lists needed in handling day-to-day personnel activities. The frequency of the preparation of these reports varies from monthly to quarterly, to semi-annually, to annually. The 40 nonrecurring reports are those which are needed because of special circumstances, so that the reporting requirements cannot be specified until the time that the report is requested.

The input data comprise 40 items of information about each of approximately 3,700 employees, and five items about 300 research associates and guest workers who do research at the Bureau but are not on the payroll. To prepare for input to the computer, the data are first written by hand on specially designed coding sheets by clerks in the Personnel Offices. Cards are then punched from the coding sheets. The data are listed from the cards and checked by the originating source. After any necessary corrections are made, the data cards are converted off-line to magnetic tape and are ready for input to the computer.

NBS has two offices through which all personnel actions are handled - one in Washington, D.C., and one in Boulder, Colorado. Punched cards reflecting Boulder activity are prepared in the Boulder office and sent to Washington, where the computer is located.

Reports are distributed from the Washington Personnel Division. Some reports are prepared for management use at Washington only, some for Boulder only, and others for the two laboratories jointly. Reports are prepared by the computer in edited format, i.e., formats are stored in the computer program. Therefore, reports can usually be used just as they come from the printer without retyping, though some reports which go outside the Bureau must be retyped on special preprinted forms.

## II. PROBLEM DEFINITION AND FEASIBILITY STUDY

A study was made to determine the feasibility of using a computer to prepare NBS personnel reports. The first step in this study consisted of determining the reports and listings needed by the Personnel Offices, and the items of information which are needed for their preparation. This analysis of the output requirements was carried out by a management analyst who was familiar with personnel procedures but had no orientation in the use of computers.

### A. Analysis of Reporting Requirements in the Personnel Office

The analysis began with a review of all the reporting requirements in the Personnel Offices. A copy of each report was obtained, and the process of manual preparation was defined. For example, a general description of the SF 113, Monthly Report of Federal Civilian Employment, is as follows:

"Report shows personnel actions for the month, giving accessions, separations and conversions, with breakdowns by type. Status of the staff as of the end of the month is shown. Data are further arranged by general geographical distribution. Sample attached. In order to get the data for this report, the service record clerks tally personnel actions daily on the CD 63. Tally sheets are collected at the end of the month from Washington and from Boulder. The individual tally sheets are summarized and the necessary dollar figures are obtained from Payroll. The service record clerks spend 25 hours a month on the report, and the final summarizing and compilation require an additional 5 hours."

The reports were then reviewed with the staff of the Personnel Division to determine if there were any which could be eliminated or combined with others. Consideration was also given to the inclusion of any new reports which might be needed. As a result of this review, several reports were eliminated, many were revised, and a few new ones were added.

This general collection of reports was further reviewed to select those which were adaptable to machine preparation. Narrative reports were at once eliminated, although some reports having statistics as well as narrative were included for the statistical part alone. Reports for which the assembling of the input data constitutes preparation of the report were not included; for example, a list showing those employees who received incentive awards during the year.

The resulting tentative list of reports to be considered for computer preparation was then subjected to more comprehensive analysis. The requirements for each of these reports were listed in logical sequence, explaining exactly the data to be used and how they were to be presented. This detailed analysis was written as if the report were to be prepared on punched-card tabulating equipment. This could have been presented in flow chart form, since the basic requirement is that the presentation be clear, concise and absolutely complete. The following is an example of the analysis of one report:

#### Whitten Review

- (1) Assemble deck of Employees, as of end of the fiscal year.
- (2) SORT on Full-time, Part-time, WAE for full-time.
- (3) SORT Full-time on Service for GS. (This is now the deck to be used.)
- (4) For GS, PUT IN ASCENDING ORDER by Grade starting with GS-1.
- (5) COUNT the number in each grade and total.
- (6) COMPUTE the percentage in each grade, rounded to three places.
- (7) MULTIPLY the grade by the numbers in each grade to obtain grade number.
- (8) COMPUTE the average grade.
- (9) ADD to show total GS Employees.
- (10) LIST the report, giving the grades, numbers in each grade, percent in each grade and grade numbers. Show also the average grade and total GS Employees.

It was also found convenient to have a summary of the reporting requirements for all reports and lists to be included. The following format was used in this study. Each report was given a one-line entry in the table.



		Desti- nation	Format	Type	Frequency	Remarks
Report Number	Name	Agency Outside Use Machine Run	Retype	Statistical Listing	Monthly Quarterly Semi-annual Annual	
NBS 007	Report of FT PT and WAE	X	X	X	X	

Totals of the various columns give statistical information about the reports in the system.

#### B. Definition of Items Required to Prepare the Reports

From these detailed analyses, the items of data which are required to prepare all of the reports were identified. For example, from the outline of the Whitten Review it can be seen that the following items are necessary for this report:

Full-time, Part-time, WAE (Nature of Employment)  
Service  
Grade

The analyses of 37 reports and listings produced 40 items of data.

A conventional method of recording such analyses is the use of a chart with the reports and listings entered on the left and the items written across the top of the chart. Checkmarks are then used to count the number of times a given item appears on the reports and to show the number of items on each report. However, in analyzing so many reports with such a large number of items, a card system was found to be more convenient. An identification number was assigned to each report, and multi-aspect cards were used. As each new item was identified, a card was prepared for this item showing the reports (identified by number codes) on which the item occurred. 1/

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1/ See Casey, Perry, Kent, Berry, Punched Cards, Rheinhold, N. Y., 1958, Chap. 6, "The Peek-a-boo System--Optical Coincidence Subject Cards in Information Searching," by W. A. Wildhack and Joshua Stern.

For this phase of the analysis, multi-aspect cards were not absolutely necessary but had the advantage of being available for further detailed analysis of the items listed. The items can be grouped by aspect coding, such as geographic location items, type of personnel action items, and any other aspects which will group like items together for possible combinations.

After the 40 items had been identified, they were reviewed for the following points:

1. Number of reports in which the item occurs. An item which occurs in only one or two reports was at once open to question. Since each item of data must be obtained for the machine file originally, as well as be kept up-to-date as changes occur, a decision was made regarding each item as to whether the use of the item is sufficient to make the effort of obtaining and maintaining it worthwhile.

2. Source of the item. It was found desirable to have the input data available from a limited number of sources and to have a method of recording changes to data which were already established. Procedures were established for obtaining data which had never been collected before. For example, information must be obtained annually from each organizational unit in NBS in order to maintain current information on academic degrees.

3. Extent of combinations of items. The number of items to be included was reduced by making some items into subgroups or aspects of other items. Items which are opposites of each other were combined. For example, the items "citizen" and "foreign national" were combined, since an employee is either one or the other. Another example is that of using a zero salary to indicate WOC (without compensation).

In some instances two items were grouped into one to convey two ideas. For example, an entry in "date of return from LWOP" shows that the employee has returned from LWOP, as well as the date when this occurred.

In some items, subgroups were established so that everyone in the population falls into one of the categories, as for example in the item "professional status". Each employee falls into one of the four categories -- professional, subprofessional, wage board, and administrative-clerical.

4. Definition of items. Items included were given rigid definitions. Civil Service definitions sufficed for the major portion of the items. If an exact definition was not already in effect, it was established, so that all information would be consistent. For example, the definition of a student is "an employee who spends more than half-time during the year attending

courses at a college or university, or is a recent high school graduate who is planning to enter college in the fall." The definitions are included in the coding pattern which is used by everyone working with the data. (See Attachment B.)

Several other considerations in the selection of items to be included should be mentioned. In addition to the analysis of regular reports and listings, a study was made of the nonrecurring (on-request) reports which had been prepared during the preceding year. From this study an effort was made to anticipate the requirements for future non-recurring reports and to include items of data which might appear in such reports. The analysis of these reports indicated that most of them could be prepared with the items which were being included for the regular reports. Therefore, it was decided not to include any items which were found only on special reports; however, extra space was reserved to enable the inclusion of other items as required.

Any office at NBS may request a special report by completing NBS 221, Request for Special Report. (See Attachment H.) Two examples of non-recurring reports are:

1. Top of the Grade List - a name list and tally of employees in certain grades and series who are eligible for the top of the grade (e.g., scientific pay raise). This was used both as a list of those to receive personnel actions and as data for computing the cost of the increased salaries.

2. Eligibility List for Health Insurance - a name list showing those who are eligible for insurance and those who are ineligible, with the reason for ineligibility. This was used in distributing health insurance forms and as a reference for counselors on insurance.

### C. Computer Preparation of Reports versus Manual Preparation

The advantages of machine preparation of reports over manual preparation are seen particularly in the case of reports which use the same data arranged in different sequences. The majority of the personnel reports are tallies of the same data at different periods of time and in different degrees of detail. For example, the SF 113, Monthly Report of Federal Civilian Employment, requires data on all paid employees distributed by geographic location and by type of appointment. It also requires information on accessions and separation of employees, by geographic location and by type of accession and type of separation. This report is prepared monthly. The same data on the geographic location of duty station of employees are required in the Geographic Survey of Federal Civilian Employment, except that this report is prepared annually and requires a much finer breakdown of the duty station. The Report of Wage and Salary Distribution, also prepared annually but at a different time of the year, distributes employees by geographic location broken down by



step-within-grade of employees. In manual preparation, each of these reports is prepared separately from original data without reference to the fact that the others must be prepared. The differences in the reporting requirements and in the date when the reports are due make it necessary for the process to be repeated for each report, even though it involves presentation of the same data in different forms. When these reports are prepared by a computer, the data can be presented in many different forms by the use of different machine programs. The monthly updating of the file not only serves to keep the data up-to-date, but also indicates personnel actions to be recorded on certain reports.

D. Final Selection of Reports to be Included

The final list of reports to be included was reviewed with the computer programmer for any modifications that would make them more adaptable to computer preparation. In a few cases, a reconsideration of the requirements was requested. For example, one report which contained both medians and means was revised to include only means, since the computation of medians on the computer is difficult because of the memory space required. In other cases, changes in the format of the reports were suggested to make them more suitable.

In addition to the regular reports, it was decided to include in the system certain employee lists for use in the Personnel Offices. A review of the work processes had shown a number of lists, card files, and flagging arrangements being prepared manually for use in processing personnel actions or as work sheets for various processes. As with reports, these were being prepared by posting data from the employee records to sheets or other cards. Where repetitive use of data was involved, a machine-prepared list was substituted. Examples of these lists are:

NBS Report No. 010	Flagging for Interviews with New Employees and In-Grade Increases
NBS Report No. 041	Flagging for Length of Service Awards and Retirement

Also, reduction-in-force lists are prepared by the computer when required, eliminating the necessity for maintaining a retention register on cards.

E. Design of Test Model and Cost Estimates

After a review by both the management analyst and the computer programmer, some preliminary work on the design of the computer system was done to provide a basis for estimating the cost of regular production of reports. A sample file of about 100 employees was prepared and two sample

reports were programmed for computer preparation. Formats for output were included in the computer program so that those concerned could see just how the output reports would look.

A memorandum outlining the entire proposed system, in a general form, was then prepared. This proposal included methods of preparing the input data and establishing the master file of employees, and the procedure for monthly runs of reports. The test file and the two sample reports described above were attached to the memorandum, which was then circulated to the five division chiefs at NBS who would be concerned with the system for machine preparation of reports. They were asked to sign the memorandum if they concurred with its recommendations. Signing of the memorandum constituted a commitment by each division chief to cooperate in the proposed procedures, according to a given outline. This also assured top management that the five division chiefs agreed to the proposal. It was felt that circulating the memorandum at this point in the development of the system was valuable to the ultimate success of the system.

At this stage of the analysis, it was estimated that the cost of the computer system was approximately equal to the cost of manual preparation of the reports. However, approval was given to proceed with the computer system because of the advantages it provided in rapid production of reports and in the ability to perform more complicated analyses of personnel data than could be readily done manually. After the first six months of production, it appears that the cost of the system is about 75 percent of the previous estimate; thus, the computer system may yet prove to have a financial advantage as well.

### III. DESIGN AND IMPLEMENTATION OF THE SYSTEM FOR COMPUTER APPLICATION

In the final phases of the systems analysis just described, the computer programmer was consulted from time to time, but it was not until this stage that the project was carefully analyzed in terms of the computer to be used and the data that would flow through the computer system. The IBM 704 located at NBS was the obvious choice for the application. This also provided a chance to evaluate the data-processing use of a binary machine, designed primarily for scientific computation. (However, the authors later concluded that the personnel reports application is more closely related to a scientific application than is, for instance, an accounting application.)

#### A. Encoding of the Data and Record Layouts

The big decision in encoding the data was whether to translate all, or nearly all of the items into a numerical code which would be easier



for computer manipulation and which would conserve memory and tape space, or whether to retain as much of the data as possible in a form somewhat similar to the original. The latter is obviously easier for the personnel clerks in translating and checking the data. Of course, a third alternative is to have a translation program which converts from an external to an internal format as the data go into the computer, and the reverse as they go out. However, it was decided to simply retain as much of the original form of the data as possible, and where codes were necessary, to make them symbolic if feasible, e. g., F for female and M for male. Most of the data manipulation for personnel report generation involves comparisons and logical decisions or sequencing. Very few of the reports use the items of data in arithmetic computations, such as would be the case in a payroll application. Numerical codes were assigned to facilitate the tally selection in various reports where symbolic notations were of no great advantage. On the SF 113, for example, type of appointment has line numbers as follows:

- 2 Excepted, limited or conditional
- 3 Excepted, permanent
- 4 Competitive, career
- 5 Competitive, career--conditional
- 6 Competitive, limited tenure

Codes 2 through 6 were therefore assigned to "type of appointment". For further elaboration in other reports, subscripts A, B, etc., were attached to some of the above numbers. The item, "geographic location of duty station" was assigned several coding levels. The major area breakdown, for column selection on the SF 113, was given in the first of three characters assigned to that item, a state code (or metropolitan area in the case of D.C.) was given in the second character, and a county code in the third.

Item length was generally limited to the number of characters required to describe the item, but in some cases, such as employee number (5 characters) and organizational unit (5), the item length was rounded out to six characters to occupy one 704 word. Blanks were introduced into the sixth character, thus allowing for easy readability of the items when combined within a master record. Where possible, conformity was maintained with codes used in the payroll punched card system to facilitate occasional exchange of data.

Figure 1 lists all items included in the master record, with an example of each.

	<u>Description</u>	<u>Max. No. Char.</u>	<u>Example</u>
1.	Organizational Unit	5	12.05
2.	Employee No.	5	69750
3.	Employee Name	24	John H. Richardson
4.	Date of Birth	6	092030
5.	Service, Grade and Step	6	GS-09A
6.	Position Title	24	Mathematician
7.	Position Option	12	Programmer
8.	Series	5	01520
9.	Salary Code	1	2
10.	Salary	6	010030
11.	Date of Entry on Duty	6	110654
12.	Position Number	8	I0049.1
13.	Administrative Title	4	DC
14.	Nature of Employment (full-time, part-time, or WAE)	3	FT
15.	Geographic Location	3	E22
16.	Departmental or Field	1	D
17.	Professional Status	1	1
18.	Sex	1	M
19.	Citizenship	1	Y
20.	Veteran's Preference	1	3
21.	Type of Accession	1	4
22.	Type of Appointment	2	6B
23.	Type of Appointment Authority	2	20
24.	Separated Career Employee Code	1	C
25.	Date of Last Promotion	6	123150
26.	Date of Last Pay Change	6	062460
27.	Date of Last "Per Step Increase"	6	030360
28.	Physically Impaired	1	H
29.	Research Assoc. or Guest Worker	1	1
30.	Minority Group Code	2	01
31.	Student	1	S
32.	Residence Code	1	R
33.	Date of Return from LWOP	6	092159
34.	Year Received BS Degree	2	54
35.	Year Received MS Degree	2	56
36.	Year Received PhD Degree	2	60
37.	Competitive Level	6	CLKIV
38.	Retention Group	4	111B
39.	Service Computation Date	6	041552
40.	Status of Position	1	F
41.	Date of LWOP or Suspension	6	060560
42.	Type of LWOP or Suspension	2	7

(See Attachment C for the arrangement of these items in 704 words on the master tape file.)

Figure 1.

## B. Forms Design: Establishing and Maintaining the File

In order to establish the master file, the data for each employee were arranged on three cards. These same arrangements are used to add new employees to the file. (See Attachment C.) It had been planned originally that the cards for establishing the file would be punched directly from the card index file in the Personnel Office, but after a short trial it was abandoned in favor of the personnel clerks' writing the information on specially designed coding sheets and then punching the information from these sheets. (See Attachment A.) The sequence of items on these input cards is almost identical to that of the master tape record.

As soon as the forms were designed and printed and a target date was established for the completion of a portion of the computer program, the personnel clerks began the translation of the files onto the coding sheets. The cutoff date of January 1, 1960, was established, and any personnel actions after that date were considered as changes to the file. The original coding sheets for the 2,500 employees in the Washington office were completed in approximately 440 man-hours, and punched and verified in 200 man-hours. This operation extended over a period of several months. The Boulder operation proceeded within the same time frame.

The cards were sorted, listed, and then checked by the personnel clerks for accuracy. As soon as the corrections were posted to the cards, they were ready for conversion to magnetic tape and input to the computer program to establish the master file. The program to establish the master file is simply a special case of the regular file maintenance program; i. e., it is accomplished by inserting the proper control cards into the computer, causing the appropriate switches to be set within the computer program.

At the same time that the coding sheets were being designed to establish the file, plans were made for changing the file. As mentioned before, accessions to the file are submitted on the same coding sheets as those used for the original conversion. A coding sheet and card layout were designed for deletion of employee records from the file, which included all information needed to form reports about separations as well as to delete the record from the master file.

For changing the file, it was decided to use a nonrigid card layout, rather than to place a certain item in specified columns on a particular card as is the case with the accessions and separations. Each of the items was assigned a field number. A change in an item is entered as a field number, followed by the new value of the item. The end of that change is indicated by an end of field mark; in this case, the "=" was chosen for this purpose, since it was not expected to occur in any of the alphanumeric data. The only rigid



information, then, on a change card of this sort is the identification, in columns 1-12, of the employee to which the change referred. Beginning with column 13, the changes are punched, one behind the other, through column 71. Column 72 is used to indicate the card code (F) which informs the program how to handle the information on that card. If one card is not sufficient to contain the changes for a particular employee, a second card is punched. The right-hand end of the field need not be spaced out when data do not occupy maximum item length, as in the case of name. The program blank-fills the item for insertion into the master record.

Coding sheets were designed for the change cards. Each item name and field number are preprinted on the sheet, with a space for the new value of the item to be typed or written in by the personnel clerks. Space is allocated on the sheet for the effective date of the changes listed. Effective dates are necessary in such reports as the Detail of Personal Services for budget purposes. Special instructions to the keypunchers for these forms are also preprinted on the sheets. This method of changing the file decreases the number of change cards read into the system, since in cases such as a promotion all the change information can be placed on one card. The name of the employee is listed on the coding sheet but is not punched into the card. It is merely there for convenience and reference.

Instructions for both encoders and keypunchers were prepared to accompany each of the different types of coding sheets. In addition, a "coding pattern" was compiled, giving instructions for the conventions to be followed in the preparation of each of the items, such as insertion of leading zeros, use of periods or decimals, standard abbreviations, etc. (See Attachment B.)

### C. Flow Charting and Programming

Since the 704 computer at NBS contains 32,768 words of high-speed core memory, it was decided that the file maintenance and generation of reports could be accomplished in one pass through the master file each month. Except in special instances where data are particularly needed at some time other than the regular monthly run, this is the only pass through the master file. The monthly updating was chosen because none of the regularly recurring reports occurred more frequently than monthly.

The master file, ordered by organizational unit and employee number, is designed for convenience in generating all regular reports originating in the Personnel Division. However, the system includes one annual report for the Budget Division, using information from the personnel file and the monthly changes to that file. This report, "Detail of Personal Services", is prepared each fiscal year at the request of the Bureau of the Budget to

be included in the President's budget submission to Congress, and is oriented to positions rather than to employees; i. e., it is concerned with the actions affecting a position, rather than with the employee who occupies it. Therefore, it seemed logical to retain this type of information in a separate file (referred to hereafter as the position file) which is ordered by position number. The position file contains all positions which were filled at the beginning of the fiscal year plus all positions filled or vacated by accessions and separations during the fiscal year, as well as any changes in the information contained in the position file record. At the end of the fiscal year the position file is used as input to a separate program which compiles the "Detail of Personal Services" report. (See Attachment E for flow chart.)

1. File Maintenance. The flow charting and programming of the file maintenance was completed first, allowing for later insertion of the programs for report generation in modules as they were completed. The file maintenance program is designed to accomplish the following basic actions:

1. Make set-ups for the conditions which exist for a particular run, on the basis of certain control cards.
2. Read a master record.
3. Change this master record if a change card matches the identification fields of the record.
4. Record the types of changes, if any, in a form for interrogation by the report generation phase.
5. Record any changes which affect the position file.
6. Write the master record.
7. Send control to the report generation phase, which tallies and processes the employee record through any reports which may apply to him and then returns control to step 2. above.
8. When all records and all changes have been processed, make necessary summaries, end of file, etc., and send control to the report writing phase.

Of course, allowances must be made for all contingencies and the occurrence of all combinations of the flow of data that could ever occur, for example, reaching the end of the change deck before reaching the end of the master file, or vice versa, errors in the change deck, etc. (See Attachment E.)



Certain refinements of the file maintenance phase are the print-outs in "clear text" (descriptive words instead of codes) of the changes that were made during the run, a print-out of the entire master file, and the sorting and merging of those records which had changes in organizational unit and/or employee number. When there is a change in either of these sequence fields, the master record involved is written onto an auxiliary tape. At the end of the file maintenance, this auxiliary tape is read into the computer, sorted internally, and merged with the main master file, which up to this point contained only those records that did not have a change to the sequence fields.

2. Report Generation and Writing. Since the reports that occur other than monthly are due at the end of various months during the year and since there is a need for insertion of the special-request reports, the system was designed to select the reports to be generated and/or printed in any one month by selection control cards, which may vary from month to month. Sixty-four report numbers are allowed for in the system; the present system of regularly recurring reports uses about 40 of these. Special-request reports can be programmed at the time of request, assigned a report number (any octal number 000-077 which is not already used), assembled, and added to the program deck for file maintenance and regular reports. By changing two or three transfer addresses in the main program, the special report will be generated along with the regular reports. Numbers and machine locations of the program instructions can be overwritten by other reports at different reporting periods. Thus, it is only the file maintenance and regular reports that occupy a fixed portion of memory.

For the purpose of computer processing, all reports to be generated fall into two broad categories, statistical summaries and lists. During the pass through the master file, the statistical tables are compiled and held in memory until the entire file is exhausted and then written onto an output tape in proper format for off-line printing. List reports, on the other hand, contain several items of information about each employee and occupy much memory space. Therefore, the information for the list reports is stored on an intermediate tape during the main run. This tape is then used as input to a separate program, which sorts the information by report number and various other sequence keys and writes the edited reports onto a tape for off-line printing.

At this point, it might be appropriate to compare the different types of reports and to describe some of the problems involved in programming them.

Many of the statistical tables which are required are simple tabular arrays whose independent variables ascend or descend by even steps, thus allowing for the use of the value of an item itself to select the proper position within the array. Other tables, however, are based on data having no logical

structure, at least within computer constraints. For example, Civil Service series may be any set of five characters from 00001 to X9999. A given agency may have only two or three hundred of these, and the ones they do have may be randomly interspersed throughout the possible range and may vary between reporting periods. Tally locations must therefore be selected by some sort of table storage, which is generated by the existing data.

Many of the reports (both statistical and list) reflect the status of the file at the end of the reporting period; others show the various activities, such as promotions, separations, and accessions, which occurred during the period. This requires keeping a "history" of the activities and interrogating this history in various reports.

The reports in the system vary in degree of complexity from the very easily programmed (such as NBS 030, List of Grades 15 and 14), - to the moderately complex (such as SF 113, Report of Federal Civilian Employment) which reflects the status of the staff at the end of the month, as well as certain personnel actions; to the more complex (such as NBS 005, Retention Group III Employees) which requires decisions based on various combinations of data and actions to determine the additions and deletions of Group III employees during the month. Detailed flow charts for these three reports are presented in Attachment E.

There are numerous functions performed in machine coding the reports that are common to many reports. These functions vary from simple grade-range comparisons to the more involved operations such as sequencing. Subroutines were written to perform these functions and are especially useful in programming new reports or special-request reports, which often require only a combination of subroutines already existing in the main program.

3. Output Format of Reports. Wherever possible, the output formats of the reports were designed to resemble closely the final format that would be needed, thus avoiding retyping of the report. In one or two cases of reports going outside the agency, a special preprinted form is required, and submitting the report as generated by the computer is not practical. However, in most instances, the computer output, perhaps reduced and duplicated, is quite acceptable as the final format. In all instances of internal management reports, the report is used in its computer format.

Outputs other than reports comprise the "clear text" print-out of the changes which occurred during the reporting period and a print-out of the master file. These outputs are for use in checking the accuracy of the data changes which went into the system and for routine reference in the Personnel Office.

For samples of all report formats and other outputs, the reader is referred to Attachments D and I.

#### D. Code Checking and Implementation

1. Program Debugging. The file maintenance program was first checked using controlled test data. As soon as three or four of the reports were programmed, the master file was converted to magnetic tape and the first few months' changes were used to test those phases of file maintenance which test data do not always cover. The first reports to be checked through the system were the SF 113, Monthly Report of Federal Civilian Employment; NBS 023, Professional Personnel with Academic Degrees; NBS 063, Report of Wage and Salary Distribution; and NBS 061, Whitten Report. The results of these reports sometimes showed discrepancies in the file data, thus providing significant feedback to the system. As other reports were programmed, they were added to the system and debugged. Translation of the file to a form for conversion to tape had begun in January, 1960, and by July 1, 1960, the system was sufficiently checked to begin parallel operation. However, several non-monthly reports required by the Civil Service Commission and by NBS management were generated during this period and submitted without any direct parallel comparison with manually prepared reports.

2. Detection of Errors in Data. The input data for accessions, separations and changes are checked for accuracy at the originating source. In addition, one person in each Personnel Office is responsible for reviewing coding sheets before they are keypunched, as well as for checking the data just before they are converted to magnetic tape for the computer run.

Nonetheless, in spite of checking at the source, coding and keypunching errors do get into the computer. Inconsistencies and errors in the input data presented a greater problem in implementing the system than had originally been anticipated. Errors such as omission of the field number in a change or submitting wrong identification on the change card caused much havoc in the first few months of test operation. As more knowledge was gained concerning the type of errors or inconsistencies to expect, built-in detections and bypasses were programmed into the system. (See Attachment G.) Certain checks in the program flag the errors in the data which affect the tabulations; when such errors occur, the reports involved must be manually adjusted and coding sheets prepared to correct the file. Another error check rejects change cards with improper identification; still another flags a change which contains an item with improper field length. The error flags, along with the routine "clear text" printout of all changes, are reviewed in the Personnel Office.

It is planned to incorporate into the system an editing program which will periodically read the master file and make extensive comparisons and cross-checks among the items of data, and which will provide adequate notification of any errors that are detected. At this time, however, the program is not complete.



## E. General Description of the Computer Run

The program requires the use of eight magnetic tape units, one of which contains the 704 Input-Output and Monitor System, BE SYS.2, which was originally designed as an operating system by the Bell Telephone Laboratories. The system in use at NBS is a slightly modified version of the original Bell system.

The computer instructions are read in from column binary cards (either directly or from a tape which has been written by an off-line card-to-tape operation). At present, there are approximately 9,000 instructions and constants for the file maintenance and the generation of any of the 37 regularly recurring reports. Following the program deck is the data deck, which contains a control card (date, etc.), a tape label card, a group of cards identifying the part-time and intermittent employees who did not work during the month, and one or two cards selecting the reports to be generated during the run. The updating deck (accessions, separations, and changes) follows, if it is to be read directly from cards. The normal operation procedure, however, involves off-line conversion of the cards to magnetic tape. (See Attachment F for the exact layout of the computer run.)

The processing is then begun, using the following general tape layout:

Tape Unit A.	Bell system tape.
Tape Unit B.	Master file (input) from the previous month's run.
Tape Unit C.	Accessions, separations, and changes for the reporting month (from off-line card-to-tape conversion).
Tape Unit D.	Updated master file (output) - preliminary only.
Tape Unit E.	List reports in unedited form.
Tape Unit F.	Position file tape.
Tape Unit G.	Tape containing file of employee records which had changes to the sequence fields, to be sorted and merged with tape D; also final sorted and merged master tape.
Tape Unit H.	Output tape for off-line printing of all changes made during the run, all table reports, and the updated master file.

At the end of the first phase, the updated master file, Tape D, contains only those records which did not have a change to the sequence fields. During the second phase of the operation, Tape G is read into the computer, sorted and then merged with Tape D. The final sorted master file is written on Tape G.

The entire file maintenance and report generation, including producing a sorted master file of about 4,000 records and a tape output for hard copy printing, is accomplished in approximately 25 minutes on the 704 computer.

#### IV. SUMMARY AND CONCLUSIONS

##### A. Costs

The monthly cost of processing NBS personnel reports on the IBM 704 is approximately \$210 for the preparation of an average of 800 items of input data and \$100 for the computer time. In addition, about one and one-half hours of off-line printing are required, as well as the usual distribution of miscellaneous costs involved in a production process.

Because of the time necessary for the data preparation, some thought is presently being given to increasing the amount of automation in this phase of the operation. Preparing the SF 50 (Notification of Personnel Action) on a Flexowriter, with punched paper tape or punched cards as a by-product, would eliminate the need for preparing coding sheets and punching data for such actions as accessions, separations, promotions, transfers between organizational units, etc. It might also be feasible, using this approach, to submit in-grade increases on the SF 50. However, since flagging for probable in-grade increases is a part of the present NBS system, a proposal for preparing punched cards directly from the computer flag-list is being considered. An automatic decision on in-grade increases cannot be made in our system because of the lack of payroll information regarding short-term LWOP. LWOP is introduced into the system only if it is of such length as to cause an official personnel action. The computer flag-list must be reviewed by Personnel and Payroll to determine the exact date an in-grade increase is due.

##### B. Future Integration of Personnel Data with Financial Data

Though the present application at NBS is not part of an integrated financial management system, it has been planned with the thought that ultimately it would be integrated with other phases of NBS operations. To anyone who is planning personnel reports as a part of an integrated system, it is obvious that the payroll information occurring in some of the required reports would be directly obtainable in an integrated system.



Much of the information needed in a payroll master record is repeated in a personnel record, and thus combining the two records would perhaps be worthwhile. On the other hand, there are such problems as the incompatibility of the required reporting periods for payroll and personnel reports--biweekly versus monthly.

C. Use and Acceptance of the System by the Administrative Staff and by Other Government Agencies

In addition to the general distribution of the Users Manual of Reports, statistical reports are assembled quarterly into a brochure for the use of NBS management. There has been a great deal of interest in this quarterly compilation of reports, with discussions about interpretations which would be useful in high-lighting the significance of the data presented. For example, a suggestion has been made that the Personnel Division, in reviewing these reports, mark in the margin comments which will high-light figures that show significant changes or trends. This can be done before the reports are duplicated and become a part of the report itself. Also, data accumulated over a period of six months or a year will be analyzed for trends that are of significance to management, and these trends will be discussed with NBS management. After a period of review such as this, it is expected that some additional reports or revised reports will be programmed to show trends.

Since NBS has been working on this system, there has been considerable interest by other agencies in computer preparation of reports. There has been some discussion concerning the preparation of such reports at higher levels of government, such as the departmental level or the Civil Service Commission. Further discussion of these possibilities seems desirable, although such a system would have to take into account the needs of various agencies for special reports to be used in internal management.

D. General Remarks

As stated previously, retrospective analysis of this project points out that, in many aspects, preparing personnel reports on a computer employs many of the techniques that are often found in a scientific application, as well as in a data processing one. This is particularly true at NBS, where most of the internal management reports are of a tabular or statistical nature. To generate this type of report, the data are used in index registers to select tally positions within the various arrays. Also, summary totals, percentages, and ratios are computed and presented in statistical format. Perhaps this conclusion might be of some small interest to those who are just now in the planning stages of their computer application.

As in most automated systems, the weakest link is the input phase. The human preparation of input data is susceptible to many and varied errors, and any good computer system should include a means of recognizing these errors, and in many instances a procedure for correction, lest "as ye input, so shall ye output."

ATTACHMENT A

Input Coding Forms

PREPARED BY

U.S. DEPARTMENT OF COMMERCE  
NATIONAL BUREAU OF STANDARDS

# **CODING SHEET FOR PERSONNEL DATA ON RESEARCH ASSOCIATES AND GUEST WORKERS** **CARDS A, B, C, F, and G**

EXTENSION

DATE

## **ACCESSIONS**

<b>ALL CARDS</b>	<b>DIV. &amp; SEC.</b>	Col. No. 1	•	(5)
	<b>EMPLOYEE NO.</b>	7		(5)

<b>CARD A</b>	<b>PUNCH DIV. &amp; SEC. (1) AND EMPLOYEE NO. (7)</b>			
	<b>NAME</b>	13		(23)
		72	(A)	

<b>CARD B</b>	<b>PUNCH DIV. &amp; SEC. (1) AND EMPLOYEE NO. (7)</b>			
	<b>EOD DATE</b>	37		(6)
	<b>CITIZENSHIP</b>	64	Y Citizen N Foreign nat.	
		72	(B)	

<b>CARD C</b>	<b>PUNCH DIV. &amp; SEC. (1) AND EMPLOYEE NO. (7)</b>			
	<b>RESEARCH ASSOCIATE/ GUEST WORKER</b>	32	1 Research Associate 2 Guest Worker	
		72	(C)	

## **CHANGES**

**Coder:** Fill in present Division and Section and Employee Number on left hand side of sheet.  
**Key puncher:** Pick up Division and Section and Employee Number from left side of sheet and punch in Cols. 1 through 11 of the F card. Thereafter use field punching procedure.

<b>CARD F</b>	<b>EFFECTIVE DATE</b>	01		(6)
	<b>NEW DIV. &amp; SEC.</b>	02	•	(5)
	<b>NEW EMPLOYEE NO.</b>	03		(5)
	<b>CHANGED NAME</b>	04		(23)
	<b>CITIZENSHIP</b>	24	Y Citizen N Foreign nat.	
	<b>CHANGED FROM RES. ASSOC. TO GUEST WKR. OR VICE VERSA</b>	36	1 Research Associate 2 Guest Worker (circle new status)	
		Col. 72	(F)	

## **SEPARATIONS**

<b>CARD G</b>	<b>PUNCH DIV. &amp; SEC. (1) AND EMPLOYEE NO. (7) . USE COLUMN PUNCHING ON G CARD</b>	
	<b>DATE OF SEPARATION</b>	Col. No. 13
		72
		(G)



U. S. DEPARTMENT OF COMMERCE  
National Bureau of Standards  
Form NBS-294 (12-1-59)

CODING SHEET TO ESTABLISH FILE OF PERSONNEL DATA

CARDS A, B, C & CARD E

CARD A	DIV. & SEC. 1	(5)	DATE OF BIRTH 37	(6)
	EMPLOYEE NO. 7	(5)	SERVICE, GRADE, STEP 43	(6)
	NAME 13	(23)	POSITION TITLE 50 72	(22)
CARD B	OPTION 13	(12)	DEPARTMENTAL/FIELD 61	D Departmental F Field
	SERIES 25	(5)	PROFESSIONAL STATUS 62	1 Professional 2 Sub-professional 3 Wage Board 4 Administrative-clerical
	SALARY CODE 30	1 Annual 2 Daily 3 Hourly		
	SALARY 32	(5)		
	EOD DATE 37	(6)	SEX 63	M Male F Female
	POS. NO. 43	(8)	CITIZENSHIP 64	Y Citizen N Foreign nat.
		Pre.(1) No.(4) Decimal(2)	VETERAN'S PREFERENCE 65	1 5-point 2 10-point 3 Other disabled
	ADMINIS-TRATIVE TITLE 51		TYPE OF APPOINTMENT 67	2 Excepted, limited/cond. 3 Excepted, permanent 4 Competitive, career 5 Competitive, career/cond. 6 Competitive, limited ten. A Temporary limited B Temporary PER
	NATURE OF EMPLOYMENT 55	FT Full time PT Part time WAE When actually employed	TYPE OF APPOINTMENT AUTHORITY 69	11 Sched. A., 6.101 12 Sched. A., 6.101(q) (Faculty) 13 Sched. A., 6.112(e)(i) (Post-doc. Res. Assoc.) 20 PL 600 30 PL 313
	GEOGRAPHICAL LOCATION 58	D1 D. C. D2 Va.-Wash. metro. area D3 Md.-Wash. metro. area Other duty station (code)	72	(over)

PUNCH DIV. & SEC. (1) AND EMPLOYEE NO. (7) FROM REVERSE						
CARD C	DATE LAST PROMOTION	13	(6)	YEAR OF BACHELOR'S	43	(2)
	DATE LAST PAY CHANGE	19	(6)	YEAR OF MASTER'S	45	(2)
	DATE LAST PSI	25	(6)	YEAR OF PhD	47	(2)
	STUDENT	35	S Student	RETENTION GROUP	55	(4)
	DATE RETURN FROM LWOP	37	(6)	SERVICE COMPUTATION DATE	61	(6)
CARD E	DATE OF LWOP OR SUSPENSION	13	(6)		67	(F)
	LWOP OR SUSPENSION	19	7 Extended LWOP 8 Suspension		72	(C)
		72	(E)			

Form NBS-294 (12-1-59)



CARD B (con.)	TYPE OF APPOINTMENT	67	2 Excepted, lim./cond. 3 Excepted, perm. 4 Comp., career 5 Comp., career/cond. 6 Comp., lim. tenure A Temp. lim. B Temp. PER	69	TYPE OF APPOINTMENT AUTHORITY  SEPARATED CAREER EMPLOYEE  71 C 72 (B)	11 Sched. A, 6.101 12 Sched. A, 6.101q (Faculty) 13 Sched. A, 6.112 e/i (Post-doc. Res. Fellow) 20 PL 600 30 PL 313 C (B)
CARD C	DATE LAST PROMOTION DATE LAST PAY CHANGE DATE LAST PSI PHYSICALLY IMPAIRED MINORITY GROUP STUDENT RESIDENCE STATUS (code for US citizens stationed in terr. or poss., Alaska or Hawaii) DATE RETURN FROM LWOP	13 19 25 31 33 35 36 37	(6) (6) (6) H 01 02 03 04 05 S N Non-resident of place where stationed R Resident of place where stationed (6)	YEAR OF BACHELOR'S YEAR OF MASTER'S YEAR OF PhD RETENTION GROUP  SERVICE COMPUTATION DATE  61 67 72	(2) (2) (2) 001A 011A 111A 001B 011B 111B 200* Temp. lim. 300* Excep. lim. (6) (F) (C)	
CARD G	DATE OF SEPARATION TYPE OF SEPARATION	13 19	(6) 1 Quit 2 Transfer 3 Discharge 4 RIF 5 Termination 6 Displacement 7A Military separation	TYPE OF SEPARATION (con.)  STATUS OF POSITION  REASON FOR SEPARATION	19 91 Death 92 Retirement 93 Disability 0 Transfer within Commerce 21 V Vacant A Abolished 22 (49)	



## CODING SHEET FOR CHANGES TO PERSONNEL DATA

## CARD F

Instructions to coders: Fill in first four items - Name, Div. and Sec., Employee No., and Effective Date for all changes.

NAME		Do not punch	SALARY	Field No.	
		punch		13	(5)
DIV. & SEC.		Card Col.	EOD DATE	14	(6)
		1			
EMPLOYEE NO.		7	POSITION NO.	15	Pre.(1) No.(4) Decimal(2) (8)
<p>Key punchers: On all F cards, Cols. 1 through 11 must contain Div. &amp; Sec. and Employee No. Do not punch employee name unless changed. Starting Col. 13, punch first Field No. and entry. Not necessary to space between or to space out field. After entry, punch # (8-3 punch). Put in as many complete items (Field No. and entry) as card will hold through Col. 71. After last #, space to 72. Enter F in Col. 72. Fields may be punched in any order.</p>			ADMINISTRATIVE TITLE	16	D Director DD Deputy Director AD Assoc. Director ATD Assistant to Director DC Division Chief ADC Asst. Division Chief SC Section Chief A Acting
EFFECTIVE DATE	Field No.		NATURE OF EMPLOYMENT	17	FT Full Time PT Part Time WAE When actually employed
NEW DIV. & SEC.	01	(6)	GEOGRAPHICAL LOCATION	20	D1 D. C. E22 Boulder County — Other duty station
NEW EMPLOYEE NO.	02	(5)	DEPARTMENTAL/FIELD	21	D Departmental F Field
NEW EMPLOYEE NAME	03	(5)	PROFESSIONAL STATUS	22	1 Professional 2 Sub-professional 3 Wage Board 4 Admin.-Clerical
DATE OF BIRTH	04	(23)	AT END OF EACH CARD	Col. 72	(F)
SERVICE, GRADE, STEP	05	(6)			
POSITION TITLE	06	(6)			
OPTION	07	(22)			
SERIES	10	(12)			
SALARY CODE	11	(5)			
	12	1 Annual 2 Daily 3 Hourly			
AT END OF EACH CARD	Col. 72	(F)			

SEX	Field No. 23	M	Male	F	Female	Field No. 35	PHYSICALLY IMPAIRED	H	01, 02, 03, 04, 05
CITIZENSHIP	24	Y	Citizen	N	Foreign Nat.	37	MINORITY GROUPS	01, 02, 03, 04, 05	
VETERAN'S PREFERENCE	25	1 3	5-point Other	2	10-point	40	STUDENT	S	
TYPE OF ACCESSION	26	9	Restoration, return duty			41	RESIDENCE	N R	non-resident resident
TYPE OF APPOINTMENT	27	2 3 4 5 6	Excepted, limited/con. Excepted, permanent Comp., career Comp., career/cond. Comp., limited tenure A Temp. limited B Temp. PER			42	DATE RETURN FROM LWOP		(6)
TYPE OF APPOINTMENT AUTHORITY	30	12 13 20 30	Sch. A, 6.101q (Faculty) Sch. A, 6.112 e/i (Post-doc. Res. Fellow) PL 600 PL 313			43	YEAR OF BACHELOR'S		(2)
SEPARATED CAREER EMPL.	31	C				44	YEAR OF MASTER'S		(2)
DATE LAST PROMOTION	32					45	YEAR OF PHD		(2)
DATE LAST PAY CHANGE	33					47	RETENTION GROUP	001A 011A 111A 001B 011B 111B 200* Temp. lim. 300* Excep. lim.	(6)
DATE LAST PSI	34					50	SERVICE COMP. DATE		(6)
AT END OF EACH CARD	Col. 72	(F)				51	STATUS OF POSITION	F Filled V Vacant A Abolished	
						53	DATE OF LWOP OR SUSPENSION		(6)
						54	LWOP OR SUSPENSION	7 Extended LWOP 8 Suspension	
						Col. 72	AT END OF EACH CARD	(F)	

ATTACHMENT B

Coders and Key punchers Manual

NBS 296. Coding Sheet for Personnel Data on Research Associates and Guest Workers

Instructions to Coders:

Accessions: Fill in the left hand side of the page only. See instructions in Coding Pattern.

Changes: When changes occur, always enter the Div. & Sec., Employee Number and Name in the left hand column. If one of these items is changed, the information in the left hand column will be the old data and the new information will go in the right hand column.

On change data, the only entries on the right hand side are for new information.

Separations: When a Research Associate or Guest Worker leaves, put his Div. & Sec., Employee No. and Name in the spaces in the left hand column. Then skip to the item "Separations" at the bottom right hand corner and enter the date of separation.

Instructions to Key Punchers:

Use Cards A, B and C for all accessions.

For changes, use Card F and field punching procedure.

For separations, use Card G.



## INSTRUCTIONS ON ESTABLISHING THE FILE

### NIS 294, Coding Sheet to Establish File of Personnel Data

#### Instructions to Coders:

Prepare a separate coding sheet for each employee on the rolls. This includes WOC's, part-time, WAE and other intermittent workers.

Establish a cut off date and record the employee's status on all items of information as of that date. The one exception to this rule is that no coding sheet will be prepared for separated employees, even though they were on the rolls on the cut off date.

Changes which had not gone to cover sheet as of the cut off date and other changes which have since occurred will be picked up later.

In preparing coding sheets for employees who are suspended or on LWOP, put down the situation that was in effect when they left as far as grade, salary, nature of employment, etc. are concerned.

The coding sheets require both filling in blanks and circling coding symbols. The blanks may be filled in on the typewriter or by hand. The number in parenthesis to the right gives the maximum number of spaces for blank items. Position Title and Option must be abbreviated where the number of spaces will not accommodate the full entry. There is not necessarily an entry for each employee for each item, since not all items apply to every employee. Before starting to code, read the instructions on completing each item given, in the set of instructions titled, Coding Pattern.

When the first page has been completed, the form may be folded to the heavy line and creased, so that the Employee Name can be referred to when completing the rest of the form.

#### Additional Instructions to Key Punchers:

Each employee will have Cards A, B and C. Card E is prepared only if there are entries for these items.

The column number where each field starts is given in the narrow column. Program cards should be prepared to start fields, as shown on the sheet of Card Layouts and to space out incomplete fields.

See the set of instructions titled Coding Pattern for information about the punching of each item.

Where there is no entry or circled code, leave the field blank.

Every card must carry a card identification punch in Column 72 (A, B, C, or E as circled).

When the page is turned over to punch the data on the back, the form may be folded to the heavy line so that Div. & Sec. and Employee Number can be picked up for punching on B, C and E cards.

# INSTRUCTIONS FOR HANDLING ACCESSIONS, SEPARATIONS AND CHANGES TO THE MACHINE FILE OF PERSONNEL DATA

## NBS 297, Coding Sheet for Accessions and Separations

### Instructions to Coders:

Use this form for all accessions and separations. Prepare the form at the time an action goes to cover sheet. Enter your last name, extension and the date at the top of the sheet.

The coding sheets require both filing in blanks and circling coding symbols. The blanks may be filled in on the typewriter or by hand. The number in parenthesis to the right gives the maximum number of spaces for the blank items. Name, Position Title and Option must be abbreviated where the number of spaces will not accommodate the full entry. There is not necessarily an entry for each employee for each item, since not all items apply to every employee. Before starting to code, read the instructions on completing each item given in the set of instructions titled, Coding Pattern.

Accessions: If some information on an accession is not known at the time the 52 goes to cover sheet, it may be omitted and added later by putting it on the Form 298, "Coding Sheet for Changes to Personnel Data." All accessions must show an entry under both "Type of Accession" and "Type of Appointment."

Separations: Be sure to enter Div. & Sec., Employee No. and Name for all separations. Skip all other data and go to Card E at the bottom of the reverse side of the page. Enter the effective date of separation and circle the type of separation. In item 21 show whether the position is to be carried as vacant or abolished.

Under "Reason for Separation and Comments" you may enter remarks, using as many as 49 spaces.

### Instructions to Key Punchers:

Program cards should be prepared to start fields, and to space out incomplete fields. See the Card Layouts.

See the set of instructions titled Coding Pattern for information about the punching of each item.

Where there is no entry or circled code, leave the field blank.

Every card must carry a card identification punch in Column 72 (A, B, C, or G as circled).

When the page is turned over to punch the data on the back, the form may be folded to the heavy line so that Div. & Sec. and Employee Number can be picked up for punching on B, C and/or G cards.

Accessions: Each accession will have Cards A, B and C. The column number where each field starts is given in the narrow column. The number to the right in parenthesis is the number of spaces in these fields.

Separations: Enter Div. & Sec. and Employee No. on Card G. Punch entries.

49 spaces are used to punch in the Remarks.

Instructions to Coders:

This form is used for changes to the machine file, as distinguished from adding an entire employee record (accession) or deleting an employee record (separation).

The NBS 298 is used either when information about an employee changes or is added, or when corrections need to be made because of clerical or key punching errors.

Each form must carry the Div. & Sec., Employee No., and Employee Name. If there are changes in any of these three items, enter the old data in the first three items on the form and put the new data on the lines labelled "New Div. & Sec.," "New Employee No.," and "New Employee Name."

After the identifying information has been put on the form, fill in blanks or circle codes only for the items which have changed. With the exception noted above, it is not necessary to give the old data. The form should reflect the new status of the employee. Always enter the effective date of the change.

If there is a change in the position number, the position of the old position must be shown under "Status of Position" by circling either V for Vacant or A for Abolished.

To blank out a field, put in #.

Procedure for abolishing a Vacant Position: A Form NBS 298 is prepared when a position which had been listed as vacant on a yellow vacancy sheet is abolished. Enter the Div. & Sec. of the position. For Employee Number, enter 00000. Leave Employee Name blank. Enter the Position Number. In Status of Position on the reverse side of the form, circle the "A" for Abolished.

Instructions to Key Punchers:

Card F is used for all data from this form. A different punching system, which we are calling field punching, is used on F cards. In field punching, the identifying data is put on each card in the usual place, Div. & Sec. in Cols. 1-6; Employee No. in Cols. 7-12. From then on, column positions are disregarded, except to punch F in Column 72. Instead, punch the field number, (given in the narrow column on the form), the entry, and # (8-3 punch) at the end of the entry. It is not necessary to space out fields or to space between entries; they are punched one after the other, as many as the card will hold, through Col. 71. See the example on the Card Layout.

When there is more data on one employee than a single card will hold, take a second card, punch in the identifying data (Div. & Sec. and Employee No.) and continue field punching with the next field and entry. Always be sure to put in the # to signify the end of the entry. End each card with a complete entry and #, then space to Col. 72 and punch F for the card identification. The fields do not necessarily have to be punched in order and the cards need not be kept in any particular order.

Do not punch the name of the employee unless the name has changed. The name is entered on all coding sheets as a reference for the Coders.

When a position which has been vacant is abolished, the Employee No. will be shown as 00000. Follow the same procedure for these as for other F card punching--enter Div. & Sec., Employee No. (00000 as shown) and do field punching for the items indicated, which will be position Number and Status of Position.

To blank out a field, punch the field number and then # (8-3 punch).



## CODING PATTERN

### Notes on changes:

1. When two actions which change the same item have the same effective date, code only the last action. For example, if an in-grade increase and a promotion are given on the same day, only the promotion should be coded.
2. When preparing a change sheet to correct an error, the original effective date should be given. This applies either to previous coding errors or to administrative errors.
3. If there is a change which means that there should be no entry in a field which formerly had an entry, blank out the field by entering #. For example, if an employee went from a position which had an option to one which has no option, the change form should show # in Field No. 10.
4. On transfers from Washington to Boulder or Boulder to Washington, the Personnel Office at the employee's new duty station reports the change. A change form is used in this case (it is not an accession). Changes to be reported include Effective Date, New Division and Section, New Employee Number, Geographical Location, and Departmental/Field as well as any other changes to the employee's status. The office releasing the employee should prepare a change sheet showing disposition of the vacated position, following the instructions in this Coding Pattern under Status of Position.

## EFFECTIVE DATE

The effective date must be given for all changes.



## DIVISION & SECTION

The decimal point (which is already printed on the form) is counted as one of the five digits. Insert leading zeros where necessary.

EXAMPLE: 04.00 or 06.06

## EMPLOYEE NO.

Enter leading zeros if less than 5 digits.

EXAMPLE: 03456

WOC's: Assign a regular employee number.

## NAME

Sequence is first name, middle initial (no period), last name. (Not last name first.) Use the middle initial instead of the middle name, unless the full middle name is needed for identification purposes. If there is no middle name, use first and last names only -- do not insert "NMN."

EXAMPLE: JAMES C COLLINS JR

Abbreviate long names to 22 spaces.

# DATE OF BIRTH

This date, and all other dates, are shown without hyphens or slash marks and with leading zeros if the number for the month, day or year is less than two digits.

EXAMPLES: January 18, 1935 is written 011835  
 November 5, 1937 is written 110537  
 December 23, 1905 is written 122305

## SERVICE, GRADE, STEP

The first two spaces are for Service: GS, L, W, or S. If L, W, or S is used, it is put in the first space and the second space is left blank. The third space is always a hyphen, which has already been printed on the coding sheet.

Grade is entered on the fourth and fifth spaces. Where the grade is 1 through 9, enter a leading zero.

Step is entered in the sixth space, either as a letter for GS or a number for Wage Board.

If there is no entry at all for any or all of these items, and should not be, put in asterisks. This would be in rare cases, such as PL 313's, consultants, employees reduced in grade but not in salary so that there is no step in grade, and etc.

EXAMPLES: GS entries

-- GS-12A  
GS-09Y

Wage Board

-- W-101  
L-033  
S-011

No step

-- GS-04\*

No service, grade or step

-- \*\*\_\*\*\*

Special case: For the Planner-Estimators in the Plant Division, use the following coding:

125% of a W-10      W-10A  
 133 1/3% of a W-10    W-10B  
 150% of a W-10      W-10C

Key punchers: Use the hyphen punch for these hyphens.

#### POSITION TITLE

Enter the position title as given if it occupies 22 spaces or less, counting the spacing between words. If the title takes more than 22 spaces, use an abbreviation from the list below, or abbreviate it yourself. The words in a two or three word title may be separated by a slash (/).

As much as possible, abbreviate position titles in the same way each time and don't use a period after an abbreviated word.

#### Standard Abbreviations:

ACCOUNTS MAIN CLERK  
 ADMINISTRATIVE ASST  
 ADMIN OFFICER  
 AERONAUTICAL RES ENG  
 AERO PWR PLANT RES ENG  
 ANALYTICAL STAT  
 BKKP MACH UNIT SUPV  
 CARD PUNCH OPR SUPV  
 DATA PROC APPL ANAL  
 DIGITAL COMPUTER OPR  
 ELECTRO DEVL P TECH  
 ENGINEERING TECH  
 FIRE PROTECTION INSP  
 GENERAL SUPPLY ASST

GENERAL TRANS ASST  
 GENERAL TRANS CLERK  
 LABORATORY GEN MECH  
 MATH STATISTICIAN  
 MISC DUP EQUIP OPR  
 MOTION PIC PROD SPEC  
 OPRS RESEARCH ANALYST  
 PERIPHERAL CP EQ OP  
 PHYS METALLURGIST  
 PHYSICAL SCIENCE ADMR  
 PHYSICAL SCI TECH  
 PRINTING & PUBL CLERK  
 SCI INSTRUMENT MAKER  
 SPV AERO ST MT RES ENG

STRUCTURAL RES ENG  
 SUPV AERO RES ENG  
 SUPV ELECTRONIC SCI  
 SUPV GENERAL ENGINEER  
 SUPV HYDRAULIC ENG  
 SUPV ILLUSTRATOR  
 SUPV MECHANICAL ENG  
 SUPV PAPER TECH  
 SUPV PUBL EDITOR  
 SUPV PURCHASING AGENT  
 SUPV PHYS METALLURGIST  
 TABULAT EQUIPT OPR  
 TAB PROJECT PLANNER  
 TELEGRAPHIC TYWR OPR

## OPTION

Abbreviate options which take more than 12 spaces. Two word options may be separated by a slash.

### Option

Administrative - Physical Science & Engineering  
 Aerodynamic Theory  
 Aeronautical Fuel Research  
 Aeronautical Instrumentation  
 Airport Lighting  
 Applied Mechanics  
 Assistant Registrar  
 Aviation Lighting  
 Bookkeeping Machine Operator  
 Cataloging - Physical Science & Engineering  
 Circuit Elements  
 Classification & Wage Administrative Officer  
 Communications  
 Crystalline Materials  
 Developmental Design - General  
 Electrical Engineering  
 Electricity & Magnetism  
 Electro-Acoustics  
 Electron Devices Data Service  
 Electron Tubes  
 Employee Relations & Training  
 Instrumentation  
 Instrumentation & Control  
 Photographic Equipment  
 Physical Science & Engineering  
 Physics of the Atmosphere  
 Railway Scales  
 Reference - Physical Science and Engineering

### Standard Abbreviations

ADM-PS/E  
 AERO THEORY  
 AER FUEL RES  
 AERO INSTRU  
 APT LGT  
 APLD MECHS  
 ASST REG  
 AVI LGT  
 BK MACH OPR  
 CAT-PS/E  
 CIR ELEMENTS  
 CL/WG ADM OF  
 COMMUNICATN  
 CRYST MAT  
 DEV DES/GEN  
 ELEC ENG  
 ELEC/MAG  
 ELECTR ACOUS  
 EL DV'S DA SR  
 ELEC TUBES  
 EPL REL/TR  
 INSTRUMENT  
 INST/CONTROL  
 PHOTO EQUIP  
 PHY SCI/ENG  
 PHYS/ATMOS  
 RYW SCALES  
 REF-PS/E



# SERIES

Use leading zeros if less than 5 spaces.

EXAMPLES: 01310  
00850  
X3410  
\*\*\*\*\* for those without series

# SALARY CODE

Circle, except no entry for WOC's.

# SALARY

Use leading zeros if less than 5 digits. In hourly and daily rates, the decimal point takes one space. WOC's are shown by 5 zeros.

EXAMPLES:	annual rates	13970
		07510
	daily rates	43.68
		50.00
	hourly rates	02.64
	WOC	00000
	Intentionally left blank	*****

## EOD DATE

Enter the last EOD date. Note that this means the latest one for students or others who have been separated from the Bureau and then reemployed.

## POSITION NO.

Position Number has three parts, the prefix, the number and the decimal, if any. Use leading zeros in the number if it is less than four digits. The decimal point takes one of the 8 spaces when used. The decimal point is not punched unless there is an entry following it. Note that leading zeros are not used in the decimal.

### EXAMPLES:

H	0622	—
I	0041	—
J	0605	.1
J	0605	.11
B	1536	.11

Special Case: For the old position numbers where there is no prefix letter, simply run the numbers together, disregarding the position of the decimal.

### EXAMPLE:

1	1234	.1
1	1234	.11

If there are only four digits and no prefix, put the four digits in the center:

—	1234	—
---	------	---

## ADMINISTRATIVE TITLE

Circle the letters for the administrative title (D, DD, AD) if there is one. If the person is Acting in this position, circle the A for Acting. If the person has an administrative title and is also acting in another position, use his regular title. If there is no administrative title, leave blank.

EXAMPLES: Acting Director - DA  
Acting Division Chief - DCA

Key punch operators: If acting is circled, add the A in the next space after the code for administrative title.

## NATURE OF EMPLOYMENT

Circle the letters (FT, PT or WAE) for whichever one applies. Code WOC's as WAE.

## GEOGRAPHICAL LOCATION

This applies to the duty station, not the apportionment state or home address. Circle the appropriate code letters for the employee's duty station. If none of these applies, find the proper code in the following list and write in the letters before "Other duty station." If the duty station is one not found on this list, write it on the coding sheet and send the coding sheet to Miss Lloyd to have a new code assigned.

(Code for Geographical Location appears on next page)

# Code for Geographical Location

## Terr. & Poss.

Panama Canal Zone  
Puerto Rico

B3  
B4

## Foreign Countries

Austria  
England  
France  
Germany  
Italy  
Spain  
Japan  
Philippine Islands  
Ryuku Islands  
Antarctica  
Sweden  
Peru  
Belguim

C1  
C2  
C3  
C4  
C5  
C6  
C7  
C8  
C9  
C0  
CA  
CB  
CC

## Inside Metro. Area

District of Columbia  
Va. - Wash. Metro. Area  
incl. Ft. Belvoir  
Md. - Wash. Metro. Area  
incl. WWV

D1  
D2  
D3

## Outside Metro. Area

California  
San Francisco County  
Riverside County  
Alameda County  
Santa Clara County  
Colorado  
Denver County  
Boulder County (Boulder Labs)

E1  
E11  
E12  
E13  
E14  
E2  
E21  
E22

## Outside Metro. Area (cont.)

Illinois  
Mason County  
Maryland  
Prince Georges County (exc. WWV)  
Massachusetts  
Boston (Metro. Area)  
Norfolk County  
Suffolk County  
New York (state)  
Pennsylvania  
Lehigh County  
Virginia  
Fairfax (exc. Ft. Belvoir)  
Warren County  
Washington (state)  
King County  
Georgia  
Wisconsin  
Wyoming  
Converse County  
Utah  
Salt Lake County  
Oregon  
Crook County  
Connecticut  
Hartford County

E3  
E31  
E4  
E41  
E5  
E51  
E52  
E53  
E6  
E7  
E71  
E8  
E81  
E82  
E9  
E91  
E0  
EA  
EB  
EB1  
EC  
EC1  
ED  
ED1  
EE  
EEL

## Alaska & Hawaii

Alaska  
Anchorage  
Hawaii

F1  
F11  
G



DEPARTMENTAL/FIELD, PROFESSIONAL STATUS, SEX, & CITIZENSHIP

Circle code.

VETERAN'S PREFERENCE

Circle code if applicable. Skip if no veteran's preference.

TYPE OF ACCESSION

Circle code. If the employee has transferred from an agency within the Department of Commerce, circle 0 rather than 2.

TYPE OF APPOINTMENT

Circle code. For Competitive, limited tenure, circle 6 and also either A or B under 6 to show which type. If there is a change to Type of Appointment, be sure to show the change if any, to Retention Group.

TYPE OF APPOINTMENT AUTHORITY

This item will apply only to a few employees. Use 11 Sched. A., 6.101 for students still on the rolls who were appointed under this authority and for any other Sched. A. 6.101's who do not fall under the next two categories.

SEPARATED CAREER EMPLOYEES

Circle the C if the accession is a separated career employee. Otherwise, skip the item.

#### DATE OF LAST PROMOTION

Accessions: No entry unless the employee received a promotion at the time of entering on duty at NBS. This item does not include promotions prior to coming to NBS.

Changes: When there is a change to Date of Last Promotion, there must also be changes to Grade and Salary--otherwise, the action is not considered a promotion. There should also be a change to Status of Position to show whether the old position is vacant or abolished.

When Field No. 32, Date of Last Promotion, is changed, it is not necessary to show changes to Field No. 33, Date of Last Pay Change and Field No. 34, Date of Last PSI--these fields will be automatically changed by machine.

#### DATE OF LAST PAY CHANGE

Accessions: Leave blank unless there was a pay change at the time of entering on duty at NBS. If there was such a pay change, it should be entered.

Changes: Enter pay changes, including reductions in pay, if the change is to pay only and not a promotion or PSI. Promotions and PSI's will automatically change this item.

#### DATE OF LAST PSI

Accessions: Enter the date of the last PSI, even though it is earlier than the EOD date. Every accession should have an entry for this item, except for PL 313's or other ungraded positions.

Changes: This item must always be changed when there is a PSI, including giving the employee the last step in the grade or the highest Wage Board step. It is not necessary to code Date of Last Pay Change also when a PSI occurs--this will be done by machine.

#### PHYSICALLY IMPAIRED

Circle the H if the accession is physically impaired, otherwise, skip this item.

## MINORITY GROUP

Code those belonging to minority groups at the time of accession by circling the number which applies:

- 01 Negro
- 02 Mexican or Latin American
- 03 Puerto Rican
- 04 Chinese
- 05 Japanese

## STUDENT

Circle this if the employee spends more than half his time during the year attending courses at a college or university or is a recent high school graduate definitely planning to enter college full time in the fall. This does not include recent graduates from college or graduate school who have no plans for more than half time attendance at a college within the next year.

4  
(5)

## RESIDENCE STATUS

This must be coded for all employees stationed in the territories or possessions of the U. S. or in Alaska and Hawaii who are U. S. citizens.

Code: N non-resident of place where stationed  
or  
R resident of place where stationed

## DATE OF RETURN FROM LWOP

Use for all returning from LWOP -- principal use will be for students. A return from LWOP also requires an entry under Type of Accession on the change sheet. Circle 9 "Restoration, return to duty."

## YEAR OF BACHELOR'S, YEAR OF MASTER'S, & YEAR OF PhD

Enter last two digits of year only. Academic degrees should be put on the change sheet, if possible, when there is a change from sub-professional to professional or a change from part time to full time.

## RETENTION GROUP

Enter the retention group as follows, except that for Temporary Limited and Excepted Limited, circle the codes. Use 1's for the I's in Roman numerals and enter leading zeros as to follows:

EXAMPLES:	IB	<u>001B</u>	
	IIA	<u>011A</u>	
	IIIB	<u>111B</u>	
	I	<u>001*</u>	(asterisk in last column if A or B is omitted.)
		200*	Temp Limited
		300*	Excepted Limited

## SERVICE COMPUTATION DATE

Conventional date entry. If there is no service computation date, leave blank.

## STATUS OF POSITION

The three subdivisions of this item are

F Filled  
V Vacant  
A Abolished

On forms relating to employees, the position is always filled. Therefore the forms carry a circled F for column 67 on Card B to tell the Key Puncher that this is to be punched.



STATUS OF POSITION (Cont.)

When changes are made which affect the status of the position, coders will circle the V on the change form if they wish the position to be continued as a vacancy or circle the A if they wish the position abolished. On separations, either the V or the A is circled on the separation form.

When a vacant position is to be abolished, or disposition of a vacated position is to be made as an action separate from the personnel action, a change sheet must be prepared. Give the Division and Section, enter 00000 for Employee Number, fill in the Position Number, and circle the V for Vacant or A for Abolished.

DATE OF LWOP OR SUSPENSION  
(Change sheet)

Use this item for extended LWOP or suspension but not for military leave. Military leave is reported a separation on the G card.

LWOP OR SUSPENSION  
(Change sheet)

This item must be coded when there is a Date of LWOP or Suspension.

DATE OF SEPARATION

Enter the effective date of the separation.

#### TYPE OF SEPARATION

Circle the code for the type of separation. Only one of the codes is to be circled. If an employee transfers to an agency within Commerce, circle 0 rather than 2. In the case of disability retirements, circle 93 Disability, only.

#### REASON FOR SEPARATION

Entries on this item should be brief and to the point to avoid unnecessary key punching. Leave it blank unless there is some useful information to be recorded. The information listed under REASON FOR SEPARATION will be printed out on the monthly report on separations. It is suggested that this be used for notations such as the name of the company to which an employee went and the salary in order to show information on employees going to industry at higher salaries, or other data of this kind which will be of interest to the Director and to Personnel for reviewing reasons for separations.

ATTACHMENT C

Master Record (tape file) Layout and Change Card Layouts

# MASTER RECORD FOR EMPLOYEE (204 CHARACTERS)

6	6	24	6	12	5	1	6	6	8	4	3	3
DIVISION 4 SECTION	EMPLOYEE No.	EMPLOYEE NAME	SERVICE GRADE, STEP	POSITION TITLE	SERIES	SALARY CODE	SALARY	EOD DATE	POSITION No.	ADMIN. TITLE	NATURE OF EMPLOYMENT	GEOGRAPHIC LOCATION
DIVSEC	EMPNO	EMPNA	GRSTEP	POTITL	SERIES	SALCOD	SALARY	EOD	POSNO	ADTTTL	NATEMP	GEOGLO
12.05 Δ	12345 Δ	JOHN JONES	GS-05A	MATHEMATI- CIAN Δ	O 1620	I	00 4510	062860	10346.11	ADCA	WAE	E 22
MAS	MAS+1	MAS+2,3,4,5	MAS+7	MAS+8,9,10,11	MAS	MAS+14	MAS+15	MAS+16	MAS+17	MAS+18	MAS+19	20
02	03	04	06	07	11	12	13	14	15	16	17	

SEQUENCE FIELDS

1	1	1	1	2	2	1	1	6	6	6	1	1
DEPTL. OR FIELD	PROFESSIONAL STATUS	SEX	CITIZENSHIP	VETERAN'S PREFERENCE	TYPE OF APPT.	TYPE OF APPT. AUTH.	SEPARATED CAREER EMP.	DATE OF LAST PROMOTN	DATE LAST PAY CHANGE	DATE LAST PSI	PHYSICALLY HANDICAPPED	RES. ASSOC. OR GUEST WRRR
DORF	PROSTA	SEX	CITZN	VETPRF	TYPAPT	APTAUT	SEPCAR	DOLAPR	DOLAPC	DOPSI	HANDCP	RESASS
D or F	I	M or F	Y or N	I	6B	20	C or Δ	112158	071060	112159	H or Δ	1,2 or Δ
21	22	23	24	25	27	30	31	MAS+22	MAS+23	MAS+24	MAS+25	36
								32	33	34	35	

2	1	1	2	2	6	6	6	1	5	6	1	5
MINORITY GROUP	STUDENT	RESIDENCE CODE	YR. RECD. B.S.	YR. RECD. M.S.	COMPETITIVE LEVEL	RETENTION GROUP	SERVICE COMP. DATE	STATUS OF POSITION	(BLANK)	DATE OF LWOP	TYPE OF LWOP	(BLANK)
MINGRP	SORES	RESID	YRBS	YRMS	COMPET	RETGRP	DOSEP	STATPO		DOSEP	TYPESEP	
01	S	R, N or Δ	56	57	CLKIV	001A ΔΔ	092053	F		012560	7	
37	MAS+25	(cont'd)	MAS+26	MAS+27	MAS+28	MAS+29	MAS+30	MAS+31	MAS+32	MAS+33	54	
			42	43	45	47	50	51	52	53		

## LABEL RECORD (72 CHARACTERS)

000000	No. OF RECORDS ON LAST MASTER FILE	NBS PERSONNEL FILE, WRITTEN 2-12-61 FOR MONTH OF	JANUARY
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## LAYOUT OF MASTER RECORD



## HEADINGS

A

Col. 1203.

DU FSK.	EMPLOYEE NO.	EMPLOYEE NAME	DATE OF BIRTH	SERVICE GRADE STEP	POSITION TITLE
1	9	JOSEPH M. SMITH JR	02-01-1904	43	LABORATORY MECHANIC

## CARD



ENTRIES

[illegible]

CARD

COL. NOS.

ENTRIES

[illegible]

## CARD LAYOUTS



ATTACHMENT D

Auxiliary Outputs

01.02 32160	NAME	010805 GS-07G ADMINISTRATIVE ASSIT	00301 1 06345 060943 E1101
FT D1 D 4 F Y	4	010235 071060 122957	001B 061342 F
01.02 35490		061231 GS-11D CHEMIST	PHYSICAL 01320 1 08340 061553 K0007
FT D1 D 1 F Y	4	011060 070961 070961	001B 061553 A
01.02 46290		080899 GS-13F CHEMIST	PHYSICAL 01320 1 11935 070143 H0643
FT D1 D 1 M Y 1	4	092257 071060 122957	001A 102740 F
01.02 47840		052432 GS-07G CHEMIST	01320 1 06345 112656 I0152
FT D1 D 1 M Y 1	4	C32358 071060 032358 01	001A 121754 F
01.02 50587		082031 GS-12A CHEMIST	PHYSICAL 01320 1 08955 112359 J0779
FT D1 D 1 F Y	4	101660 101660 101660	001B 083155 A
01.02 57045		102927 GS-07G CHEMIST	PHYSICAL 01320 1 06345 070256 I0018
FT D1 D 1 F Y	4	011258 071060 011258	001B 070256 F
01.02 59375		122626 GS-13A CHEMIST	PHYSICAL 01320 1 10635 090859 K0629
FT D1 D 1 M Y 5	5	082160 082160 082160	011A 022358 A
01.02 63960		050814 GS-07G PHY SCIENCE TECHNICIAN	CHEMISTRY 01311 1 06345 030843 I0686
FT D1 D 2 M Y	4	113058 112760 112760	001B 010241 F
01.02 68040		040115 GS-13F CHEMIST	PHYSICAL 01320 1 11935 032453 H0644
WAE D1 D 1 M Y	5	090857 071060 122957	001B 122452 F
01.03 02445		092122 GS-09E LAB GEN MECH	01610 1 07095 021356 G0838
FT D1 D 2 M Y 1	4	121656 121160 121160	001A 022842 F
01.03 04380		052511 GS-09G ELECTRO DEVL P TECH	INSTRUM 00856 1 07425 082348 J0755
FT D1 D 2 M Y 1	4	022755 021961 021961	001A 081637 V
01.03 06510		070411 W -073 ELECTRICIAN	02805 3 02455 042745 H0621
FT D1 D 3 M Y 2	4	121557 142560 01	001A 052743 F
01.03 12060		031910 GS-12F ELECTRONIC ENGR	INSTRUMENT 00855 1 10255 123146 G0402
FT D1 D 1 M Y	4	061756 071060 122957	001B 082831 F
01.03 15150		041897 GS-15C SUPV PHYSICIST	EL MAG 01310 1 14380 060116 I0553
FT D1 D 1 M Y 1	4	092138 071060 032060	001A 080719 F
01.03 17130		051314 GS-12F PHYSICIST	EL MAG 01310 1 10255 070143 H0884
FT D1 D 1 M Y	4	122957 071060 011258	001B 063143 F
01.03 17317		112939 GS-07G PHYSICIST	01310 1 06345 062160 J0062.1
FT D1 D 1 M Y 5	5	062161 062161 062161 S	001B 062160 V 090660 7
01.03 23760		121929 GS-11C PHYSICIST	EL MAG 01310 1 08080 112254 K0279
FT D1 D 1 M Y	4	C50160 071060 050160	001B 122051 A
01.03 25860		082602 GS-15B PHYSICIST	EL MAG 01310 1 14055 010225 K0215
FT D1 D 1 M Y	4	040360 071060 040360	001B 010225 A
01.03 27420		010817 GS-14C ELECTRICAL ENG	GENERAL 00850 1 12730 051639 J0400
FT D1 D 1 M Y 1	4	071259 010861 010861	001A 110834 F
01.03 28245		030797 GS-07B PHYS SCI TECH	PHYSICS 01311 1 05520 100156 K0276
FT D1 D 2 F Y	4	050160 043061 043061	001B 030155 A

MASTER FILE PRINTOUT (SAMPLE PAGE)



81.00 81964 JAMES D CUNNINGHAM	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 82462 JAN T ELTING	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 82979 FRANK E E GERMANN	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 83220 BILLIE GREEN	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 83778 VIRGINIA L HINCHMAN	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 83778		12222GS-07G CHEMIST	
FT E22FY 55		4460	
0428613 ASEPARATION-DISQUALIFICATION		080860	
81.00 84635 JO ANN B KIRBY	041661	011B 080860F	
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 85212 WILLIAM J LONGFELLOW	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 85585 ROBERT D MCCARTY	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 85805 GENEVIEVE R MICHELA	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 87859 ROBERT GEORGE SMITH	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.00 88145 RICHARD B STEWART	041661		
EFFECTIVE DATE....	81.40		
DIVISION/SECTION..			
81.10 86003 LEWIS O MULLEN	040261	ENGINEERING TECHNICIAN	
EFFECTIVE DATE....			
POSITION TITLE....			
POSITION OPTION...			
81.10 86462	040261	ENGINEERING AID	
EFFECTIVE DATE....			
POSITION TITLE....			
POSITION OPTION...			
EFFECTIVE DATE....	041661		
SERVICE/GRADE/STEP	GS-04B		

013201006345080860J0462

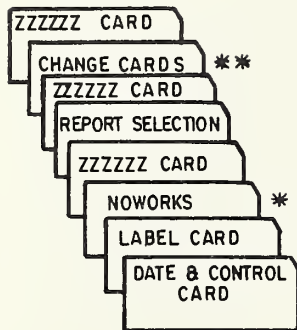
"CLEAR TEXT" PRINTOUT OF CHANGES (SAMPLE PAGE)



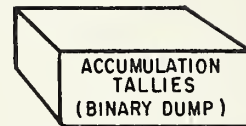
ATTACHMENT E

Flow Charts

CARD READER  
DATA



CARD PUNCH

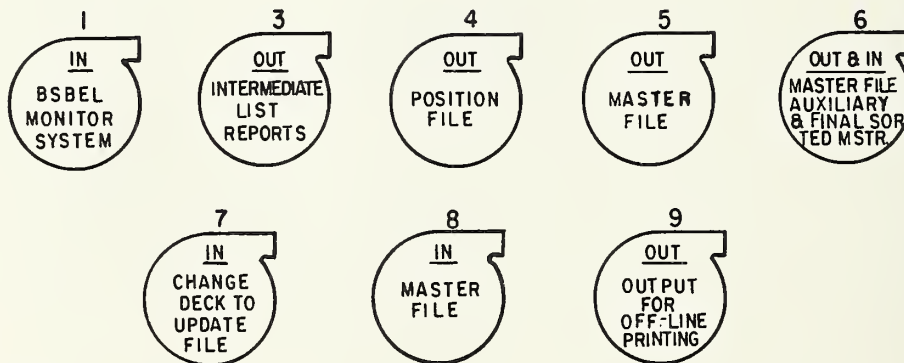


TO BE ATTACHED TO NEXT  
MONTH'S PROGRAM DECK

\* NOWORKS ARE PT, WAE, TEMPORARY  
WHO DID NOT WORK THIS MONTH.

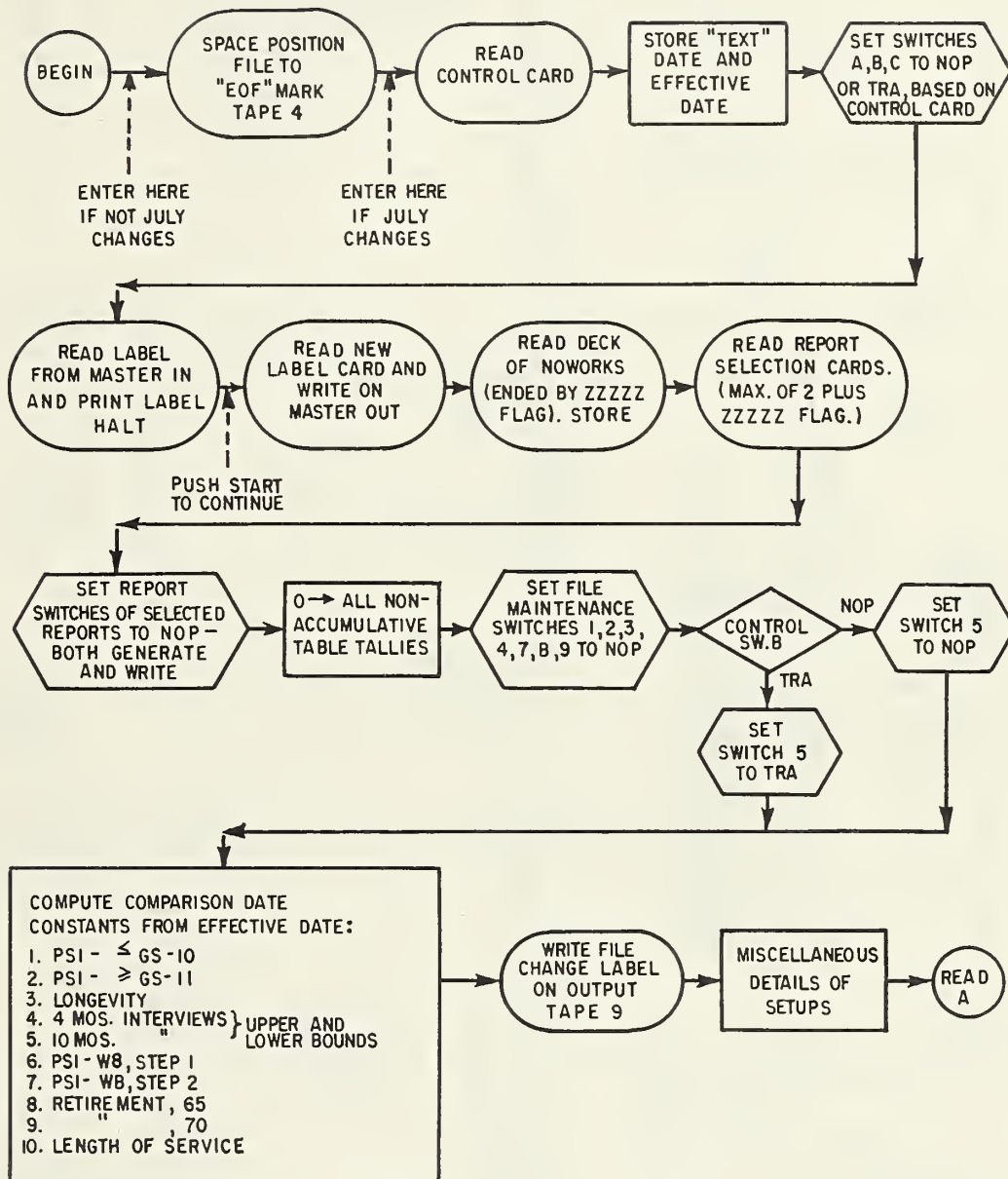
\*\* NORMALLY ON INPUT TAPE 7.

TAPE UNITS



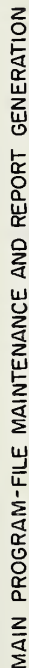
INPUT-OUTPUT LAYOUT FOR FILE MAINTENANCE AND REPORT GENERATION



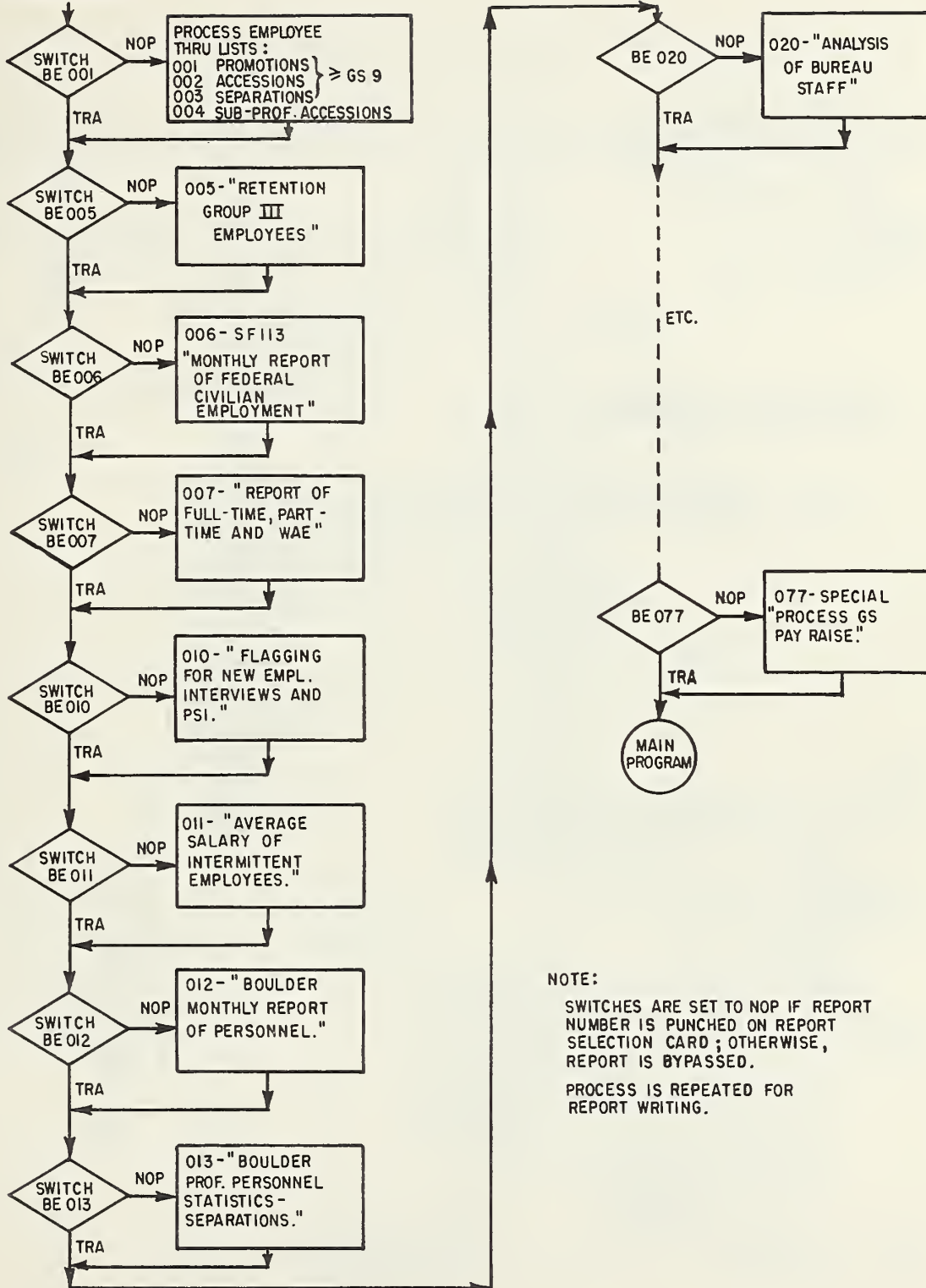


## HOUSEKEEPING

### FILE MAINTENANCE AND REPORT GENERATION



FROM MAIN PROGRAM

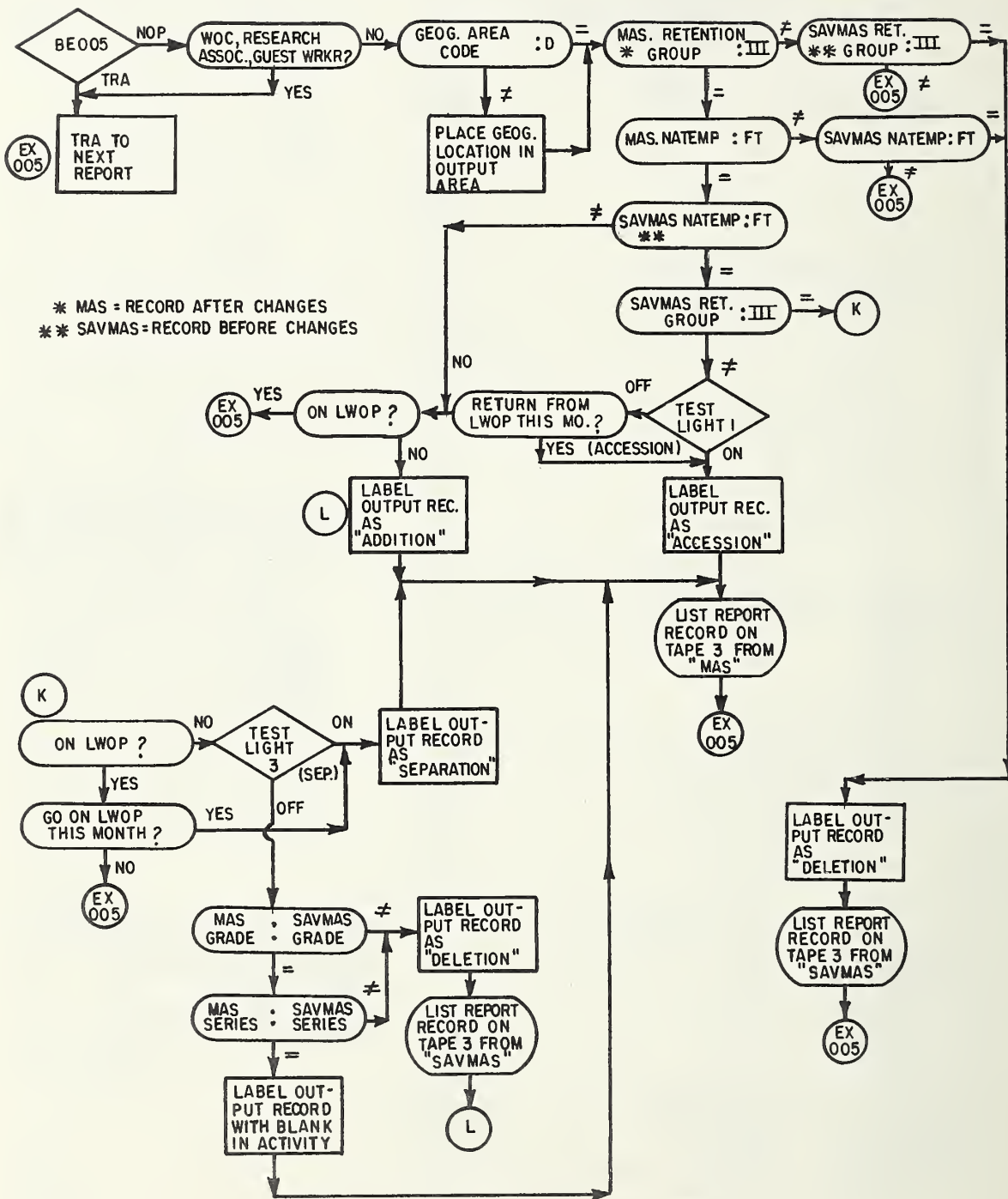


NOTE:

SWITCHES ARE SET TO NOP IF REPORT NUMBER IS PUNCHED ON REPORT SELECTION CARD ; OTHERWISE, REPORT IS BYPASSED.

PROCESS IS REPEATED FOR REPORT WRITING.

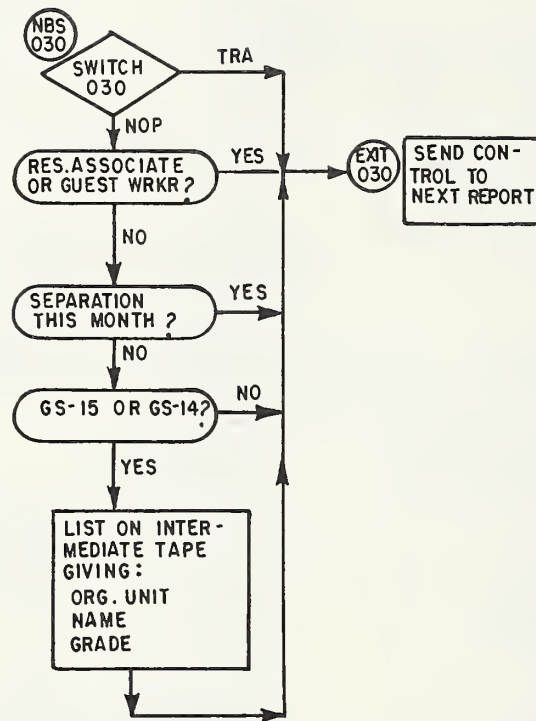
DETAILED SELECTION AND GENERATION OF REPORTS



NBS REPORT 005-RETENTION GROUP III EMPLOYEES







NBS REPORT 030 - LIST OF GRADES 15 AND 14





ATTACHMENT F

Instructions for the Computer Run and Expected Behaviour



Project No.: 854

DESCRIPTION AND EXPECTED BEHAVIOR DURING RUN

The program is to be run using the Bell System. The entire 32,768 memory is used. 8 tapes are needed for maximum efficiency; however, if only 7 tapes are available, the Bell System tape can be dismounted during run at "tape mount" stop. The tape layout is as follows:

1. Bell system.
2. Bell tape for snapshots--not normally needed for this run.
3. Blank tape for intermediate list-reports-output.
4. Position file tape-input and output, except at beginning of fiscal year when a blank tape is used.
5. Blank tape for new master file-output.
6. Blank tape for records involving a change to sort field(s). Also used for writing new complete master file during Phase II of run.
7. Monthly file changes (accessions, separations, changes), if they have been card-to-taped. Otherwise read them from card reader. See "control card" (E) below.
8. Master input tape. This is from tape unit 6 of last month's run.
9. Bell output. Contains printout of all changes made during run, all table-type reports selected for print this run, and print of master file.

The program is read from cards. Immediately behind the first TRA card are the control card, label card, deck of NO WORKS, report selection, etc. (See detailed description below.)

The run is divided into two phases.

Phase I - File maintenance and report generation. Uses all tapes described above. -- approx. 10 min.

Phase II - Sort and merge of those records which had a change to sort field(s). Uses tapes 5, 6 and 9 only. If there are no changes to sort field(s), on-line printer will say "MASTER NØW ØN 5". Normally, it will say "MASTER NØW ØN 6." Also, writing of master file on tape 9 for off-line printing. -- approx. 18 Min.

During Phase I the program will halt for tape mounting. Program also prints labels from file on-line and "IF THIS IS LAST MONTHS DATA, PUSH START". Check label; if ok, push start to proceed. Program will then proceed, reading from tapes 7 and 8, and writing on tapes 4,5, 6 and 9. When this phase is completed, Bell control cards will be read in from card reader to dump on binary cards the accumulative tallies. The first of these cards (DMP 0,64570,65553) dumps the quarterly tallies, the 2nd (DMP 0,65554,66537) dumps the semi-annual tallies, and the 3rd (DMP 0,66540,67132) dumps the annual tallies. These binary cards are to be attached to the program binary deck (just ahead of the binary transfer card) for next month's run. However, if the month to be run is the beginning month for any of the three periods mentioned, (i.e., Jan. begins quarterly, semi-annual and annual periods; March begins quarterly period; June begins quarterly and semi-annual; and September begins quarterly.), the accumulative tallies for this period(s) should not be attached, so that the tallies will be zero at the beginning of this period.

At the end of Phase I, tapes on 3,4,7, and 8 may be removed. Label tapes as follows:

Tape from Unit 3 -- "Intermediate List reports from \_\_\_\_\_(mo.). Date"

Tape from Unit 4 -- "Position file, July thru \_\_\_\_\_. Date"

Tape from Unit 5 -- "Master file without resorts for \_\_\_\_\_. Date"

Tape from Unit 6 -- "New Master file -\*\*- for \_\_\_\_\_. Date"

Note that new master file is on Unit 6 unless there are no changes to sort fields.

#### Instructions for Preparing Card Deck for Monthly Personnel Run

The following cards must be prepared to control the Personnel computer run:

A. JØB Card.

B. Any new octal corrections necessary.

C. REM and HLT cards telling operator which tapes to mount for the run.

(See tape layout above.) In the REM card it is usually only necessary to describe which tapes to mount on units 4, 7, and 8. See description of tape layout.

D. TRA Card. TRA to 00144 unless a blank tape is on tape unit 4 (at beginning of fiscal year) -- then TRA to 00154.

E. Control Card. Layout of control card is as follows:

Cols. 1-18 -- date for print (e.g., JANUARY 31, 1961)  
Cols. 19-24 -- effective date (e.g., 013161)  
Cols. 25-27 -- 0+0, if changes are to be read from tape  
-- 7/0, if changes are to be read from cards.  
Cols. 28-30 -- 7/0, if regular file maintenance  
-- 0+0, if build file only (no master input)  
Cols. 31-33 -- 7/0, if any reports are to be formed  
-- 0+0, if no reports are to be formed

F. Label Card.

Cols. 1-12 -- 000000 000000  
Cols. 13-72 -- Label of file (e.g., NBS PERSONNEL FILE,  
WRITTEN 2-7-61 FOR MO. OF JANUARY).

G. Report Selection Card. 6 characters are used to describe each report selected--3 characters for report no., 1 character for tallying the report (T), or not ( $\Delta$ )\*; 1 character for printing the report this month (P), or not ( $\Delta$ )\*; 6th character is a comma. Example: 006TP, would select report 006 for tallying and printing. List type reports should always have both T and P. A maximum of 24 reports (2 cards containing up to 12 selections per card) may be selected during one run. A card containing Z's in cols. 1-12 signifies the end of the selection deck.

H. REM and HLT cards telling operator which tapes to save at end of run.

The attached coding sheet shows a typical card deck for a monthly run.

A sample run-card is also attached.

---

\* $\Delta$  is symbol for blank.

## SYMBOLIC CODING - NBS 704

DATE \_\_\_\_\_ PAGE \_\_\_\_\_

PROBLEM											CODER										
LOC			OP			ADDRESS, TAG, DECREMENT					COMMENTS					IDENT.					
1	6	7	8	10	11	12						44						69	72		
Phase I			JOB			854A10	GENEVIE URBAN, PROCESS JANUARY CHANGES 2-12-61														
			LOD			0	(binary and octal deck 854A01)														
			OCT				if any														
			REM			PUT NBS 504	on 4, 407 ON 8, 362 ON 7.														
			HLT																		
			TRA			00144															
			(Control Card:)																		
			JANUARY 31, 1961			0131610+07/07/0															
			(Label Card:)																		
			000000000000			NBS PERSONNEL FILE WRITTEN 2-12-61 FOR MO. OF JANUARY															
			(Deck of PT and WAE employees who did not work this month. Be sure to include WOC's)																		
			ZZZZZZZZZZZZ																		
			(Report selection deck - 1 or 2 cards)																		
			ZZZZZZZZZZZZ																		
	OPT*		(Change deck, if to be read from cards rather than tape, followed by ZZZZZZZZZZZZ																		
IONAL					card; otherwise omit this.)																
			DMP			0,64570,65553															
			DMP			0,65554,66537															
			DMP			0,66540,67132															
			LOD			0	(binary deck for sort and merge)														
Phase II			TRA																		
			TRA																		
			REM			SAVE TAPES ON 3,4,5,6, and 8.															
			HLT																		
			REM			END OF RUN.															



ATTACHMENT G

List of Error or Warning Flags

## NBS PERSONNEL REPORTS

The following flags and indications may occur with the list of changes:

### I Flags affecting the SF113

FLAG	EXPLANATION AND ACTION REQUIRED
GEOG. LOCATION ERROR	Geographic Location is not B, C, D, E, F, or G. If Washington Division, location D1 is assumed for the SF113; if Boulder Division, E22 is assumed. If this is correct, no corrective action is required; if not correct, <u>SF113 must be adjusted accordingly.</u>
FT BUT DIDN'T WORK	Employee with FT nature of employment was shown as not working this month. Program treats employee as regular "No-Work"; i.e., does not count him in SF113 as paid employee. If this assumption is correct, nature of employment should be changed on next run; otherwise, he will have to be added to 113 in all pertinent categories.
TYPE APPT. ERROR	Type of appointment is not 2, 3, 4, 5, 6A, or 6B. Employee is not tallied into type-of-appointment distribution on 113, but <u>is</u> tallied into total paid and all other pertinent categories. Type of appointment should be determined and 1 added to proper category.
TYPE ACCESSION ERROR	<u>On accessions only</u> , type of accessions is not 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. Employee is not tallied into the type-of-accession category on 113, but <u>is</u> tallied into total accessions and other pertinent categories. Type of accession should be determined and 1 added to that category.
TYPE SEPARATION ERROR	<u>On separations only</u> , type of separation is not 0, 1, 2, 3, 4, 5, 6, 7, 8, or 9. Employee is not tallied into the type of separation category on 113, but <u>is</u> tallied into total separations. Type of separation should be determined and 1 added to that category.

### II Flags affecting other reports

DIV. NO. NOT IN TABLE	Division listed is not one of our division numbers. Employee is not tallied in any reports which show a distribution by division (specifically 007, 011, 012, 027, 043). Cause of printout should be determined and corrected, and reports adjusted.
GEOG. LOC. NOT IN TABLE	Affects report 035 only. Geographic location shown is not in the list for report 035. Report should be adjusted accordingly.

FLAG	EXPLANATION AND ACTION REQUIRED
III <u>General Flags</u>	
CARD A, B, C,--NOT ACCESSION	Accession cards are submitted for an employee already on file. Information on the accession cards replaces the information already on file. If this is correct, no action is necessary.
CHANGE FILE OUT OF SORT	Change cards are out of sort. All cards involved in "out-of-sort" are ignored and should be submitted next run in proper sequence.
MASTER FILE OUT OF SORT	Not likely to happen. Master record involved will be bypassed and ignored in all reports. If employee should be on file, reports will have to be adjusted and employee re-accessed next run.
REDUNDANCY ERROR ON MAS.	Same as "MASTER FILE OUT OF SORT" above.
ERROR IN READING CHANGE	Same as "CHANGE FILE OUT OF SORT" above.
CARD MISSING ACCESSION	Not all three cards (A, B, C) were submitted with accession. Card missing should be determined and proper changes (F Card) submitted next run. Reports using information on missing card will have to be adjusted.
ILLEGAL CARD NUMBER	Change card submitted with card no. not A, B, C, E, F, or G. Card should be corrected and submitted next run.

No identification -- If E, F, or G card is submitted for employee not on file (i.e., no matching division and section and employee no.) card is printed out. Correct identification should be determined and card submitted next month.



ATTACHMENT H

Request Form for  
Special Report



REQUEST FOR SPECIAL REPORT

INSTRUCTIONS: USE THIS FORM TO REQUEST A REPORT TO BE PREPARED FROM PERSONNEL DATA ON THE IBM 704 FILE. SEND ORIGINAL AND ONE COPY TO PERSONNEL DIVISION, 2024 INDUSTRIAL. FOR ASSISTANCE IN PLANNING YOUR REPORT, CALL IRIS LLOYD, X 7668, OR GENEVIE URBAN, X7791

REQUESTED BY	BLDG. & ROOM	EXT.	DATE
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BRIEF STATEMENT OF USE TO BE MADE OF REPORT

TITLE OF REPORT (GIVE REPORT A SHORT, DISTINCTIVE TITLE)

DATE REQUIRED (DATA WILL BE AS OF FIRST OF MONTH PRIOR TO DATE REQUIRED)	NO. OF COPIES <input type="checkbox"/> ONE <input type="checkbox"/> THREE <input type="checkbox"/> TWO <input type="checkbox"/> FOUR	TYPE OF REPORT (CHECK ONE) <input type="checkbox"/> LISTING OF NAMES & DATA <input type="checkbox"/> STATISTICAL COUNT
--	--	--

COVERAGE OF REPORT ☐ WASHINGTON ONLY ☐ BOULDER ONLY ☐ WASHINGTON AND BOULDER

ALL STAFF EXCEPT THOSE CHECKED BELOW ARE TO BE INCLUDED IN THE REPORT

<input type="checkbox"/> WAE	<input type="checkbox"/> TEMPORARY LIMITED NOT TO EXCEED A SPECIFIED TIME OR AMOUNT OF EARNINGS
<input type="checkbox"/> WOC	<input type="checkbox"/> DUTY STATION OTHER THAN WASHINGTON OR BOULDER
<input type="checkbox"/> PART-TIME	<input type="checkbox"/> RESEARCH ASSOCIATES AND GUEST WORKERS
<input type="checkbox"/> STUDENTS	
<input type="checkbox"/> LWOP	

ON THE REVERSE SIDE OR ON A SEPARATE SHEET, GIVE A COMPLETE AND CONCISE DESCRIPTION OF THE REPORT, SHOWING THE FORMAT AND REQUIREMENTS. CHECK BELOW THE ITEMS TO BE USED.

DATA TO BE USED (CHECK)

<input type="checkbox"/> DIVISION AND SECTION	<input type="checkbox"/> VETERAN'S PREFERENCE
<input type="checkbox"/> EMPLOYEE NUMBER	<input type="checkbox"/> TYPE OF ACCESSION
<input type="checkbox"/> EMPLOYEE NAME	<input type="checkbox"/> TYPE OF APPOINTMENT
<input type="checkbox"/> DATE OF BIRTH	<input type="checkbox"/> SCHED. A, PL 313 OR PL 600
<input type="checkbox"/> SERVICE, GRADE, STEP	<input type="checkbox"/> DATE OF LAST PROMOTION
<input type="checkbox"/> POSITION TITLE	<input type="checkbox"/> DATE OF LAST PAY CHANGE
<input type="checkbox"/> OPTION	<input type="checkbox"/> DATE OF LAST PERIODIC STEP INCREASE
<input type="checkbox"/> SERIES	<input type="checkbox"/> RESEARCH ASSOCIATE OR GUEST WORKER
<input type="checkbox"/> SALARY CODE	<input type="checkbox"/> STUDENT
<input type="checkbox"/> SALARY	<input type="checkbox"/> DATE OF RETURN FROM LWOP
<input type="checkbox"/> EOD DATE	<input type="checkbox"/> YEAR OF BACHELOR'S DEGREE
<input type="checkbox"/> POSITION NUMBER	<input type="checkbox"/> YEAR OF MASTER'S DEGREE
<input type="checkbox"/> ADMINISTRATIVE TITLE	<input type="checkbox"/> YEAR OF PHD
<input type="checkbox"/> FT, PT, WAE	<input type="checkbox"/> RETENTION GROUP
<input type="checkbox"/> DUTY STATION	<input type="checkbox"/> SERVICE COMPUTATION DATE
<input type="checkbox"/> DEPARTMENTAL OR FIELD	<input type="checkbox"/> STATUS OF POSITION
<input type="checkbox"/> PROFESSIONAL STATUS	<input type="checkbox"/> DATE OF SEPARATION
<input type="checkbox"/> SEX	<input type="checkbox"/> TYPE OF SEPARATION
<input type="checkbox"/> CITIZENSHIP	<input type="checkbox"/> REASON FOR SEPARATION

APPROVED BY PERSONNEL DIVISION	PROJECT TO BE CHARGED	DATE
--------------------------------	-----------------------	------

USCOMM-NBS-DC

ATTACHMENT I

Manual for Users of Reports



NATIONAL BUREAU OF STANDARDS  
PERSONNEL REPORTS AND STATISTICS  
Users Manual with Sample Reports  
July, 1961





# PERSONNEL REPORTS

<u>Report Number</u>	<u>Title</u>
<u>Monthly</u>	
001	Promotions of Professional Employees
002	New Appointments of Professional Employees
003	Separations of Professional Employees
004	New Appointments of Subprofessional Employees
005	Occupational Survey of Retention Group III Employees
005 (Boulder)	Occupational Survey of Retention Group III Employees
006	Monthly Report of Federal Civilian Employment
007	Report of Full-time, Part-time, WAE
010	Flagging for Interviews with New Employees and for In-grade Increases
010 (Boulder)	Flagging for Interviews with New Employees and for In-grade Increases
011	Average Salary of Intermittent Employees
012 (Boulder)	Monthly Report of Personnel
013 (Boulder)	Professional Personnel Statistics--Separated Employees
020	Analysis of Bureau Staff
<u>Quarterly</u>	
021	Personnel Activity
021 (Boulder)	Personnel Activity
023	Professional Employees with Academic Degrees
023 (Boulder)	Professional Employees with Academic Degrees
<u>Semi-Annual</u>	
022	Time-in-Grade Listing of Professionals (GS-12 and above) and Secretaries
022 (Boulder)	Time-in-Grade Listing of Professionals (GS-12 and above) and Secretaries
027	Report on Professional and Supporting Staff in Technical Divisions

<u>Report Number</u>	<u>Title</u>
<u>Annual</u>	
025	Professional Staff Listing, Age vs Salary
025 (Boulder)	Professional Staff Listing, Age vs. Salary
026	Listing for Kardex Check
030	Employees at GS-14 and GS-15
031	Time in Grade of Professional Staff Promoted
031 (Boulder)	Time in Grade of Professional Staff Promoted
032	Time in Grade of Professional Staff
032 (Boulder)	Time in Grade of Professional Staff
033	Percentage of Professional Staff Promoted
035	Geographic Survey of Federal Civilian Employment
035S	Supplement to Geographic Survey of Federal Civilian Employment
040	Official Register
040 (Boulder)	Official Register
041	Flagging for Length of Service Awards and Retirement
041 (Boulder)	Flagging for Length of Service Awards and Retirement
042	Employee Turnover Statistics By Grade
042 (Boulder)	Employee Turnover Statistics By Grade
043	Employee Turnover Statistics By Division
043 (Boulder)	Employee Turnover Statistics By Division
044 (Boulder)	Professional Personnel Statistics
045	Increased Inhiring Rates
045 (Boulder)	Increased Inhiring Rates
047	Occupations of Federal Employees
051	Listing for Kardex Check
052	Aliens on Rolls

<u>Report Number</u>	<u>Title</u>
<u>Annual (Fiscal)</u>	
060	Position Register
060 (Boulder)	Position Register
061	Whitten Report
062	Detail of Personal Services
063	Report of Wage and Salary Distribution
063S	Supplement to Report of Wage and Salary Distribution
<u>On Request</u>	
064	Student Orientation List
065	Student Roster
066	Students on Rolls
067	Retention Register
067 (Boulder)	Retention Register
070	Worksheet for NSF Roster of Scientists and Engineers
070 (Boulder)	Worksheet for NSF Roster of Scientists and Engineers

SUBJECT INDEX  
NBS PERSONNEL REPORTS

<u>SUBJECT</u>	<u>REPORT NO.</u>	<u>SUBJECT</u>	<u>REPORT NO.</u>
ACADEMIC DEGREES		ALIENS, total.....	006
Professionals with Bachelors,		By geographic location.....	006
Masters, Doctors by discipline (Wash).....	023	Name list with grade, title, salary, EOD date, type appointment.....	052
ACCESSIONS		APPOINTMENTS, TYPE OF	
By type of accession.....	006	Aliens by type of appointment.....	052
Monthly list, professionals (Wash).....	002	By division and type of appointment (Boulder).....	012
Monthly list, sub-professional (Wash).....	004	Employees by type of appointment.....	006
Monthly total.....	006	See also <u>Accessions</u>	
Number by grade ranges and professional status.....	021	AWARDS, LENGTH OF SERVICE	
Of physicists, chemists, engineers, mathematicians, and other professionals (Wash).....	023	List of those eligible.....	041
Of professionals with academic degrees (Wash).....	023	CAREER EMPLOYEES, total.....	006
Of U. S. citizens overseas.....	006	Accessions.....	006
ADMINISTRATIVE-CLERICAL EMPLOYEES		By division (Boulder).....	012
Accessions.....	021	By geographic location.....	006
By division .....	027, 012	Conversions to career.....	006
By full-time, part-time, WAE.....	020	Separations.....	006
By grade ranges.....	021	CAREER-CONDITIONAL EMPLOYEES, total.....	006
Percent by division (Wash).....	027	Accessions.....	006
Promotions.....	021	By division (Boulder).....	012
Reassignments.....	021	By geographic location.....	006
Separations.....	021	Conversions to career-conditional.....	006
Separations, voluntary, by division.....	043	Separations.....	006
Separations, voluntary, by grade.....	042	CITIZENS OVERSEAS, total.....	006
Total at NBS.....	020	Accessions.....	006
Transfers.....	021	By geographic location.....	006
ALASKA EMPLOYEES, total.....	006	Separations.....	006
Accessions.....	006	CLASSIFIED EMPLOYEES	
By grade and step in grade.....	063	Average grade.....	061
By series and grade.....	047	By geographic location & grade.....	035
Conversions to career & career-cond.....	006	By geographic location, grade & step in grade.....	063
Part-time and WAE.....	063	Full time.....	061
Separations.....	006	Part-time, WAE, & temporary who worked during month with average salary.....	011
		Total in each grade & percent.....	061

SUBJECT REPORT NO.

CONSULTANTS, total.....020  
 By full-time, part-time, & WAE.....020  
 Totals for Wash. & Boulder.....020  
 WOC by geographic location.....006  
 CONVERSIONS TO CAREER & CAREER CONDITIONAL,  
 totals.....006  
 DUTY STATIONS, EMPLOYEE DATA BY GEOGRAPHIC  
 LOCATION  
 Accessions.....006  
 Conversions to career and career-condi-  
 tional.....006  
 Employees by geographic location.....006  
 Employees by states & counties.....035  
 Grade & step in grade.....063  
 Part-time & WAE.....063  
 Separations.....006  
 Series and grade of employees.....047  
 EMPLOYMENT, total.....020  
 By division.....007  
 By geographic location.....006  
 By professional status (Wash).....027  
 By states & counties.....035  
 By type of appointment.....006  
 EXCEPTED EMPLOYEES.....006  
 Aliens with excepted appointments.....052  
 FOREIGN NATIONALS, total.....006  
 By geographic location.....006  
 Name list with grade, title, salary,  
 EOD date, type appointment.....052  
 FOREIGN DUTY STATIONS  
 Accessions.....006  
 Conversions to career & career-conditional  
 of employees.....006  
 Grade & step in grade.....063  
 Number of employees assigned to.....006  
 Part-time & WAE.....063  
 Separations.....006  
 Series & grade of employees.....047

SUBJECT REPORT NO.

FIELD EMPLOYEES.....007  
 FULL-TIME EMPLOYEES, total.....006  
 Average GS grade.....061  
 By division.....007  
 By geographic location.....006  
 By grade & salary.....063  
 By GS grade & step in grade.....063  
 By hourly rate, Wage Board.....063  
 By professional status.....020  
 By series & grade.....047  
 Geographic location, states & counties  
 .....035  
 Number in each GS grade & percent.....061  
 Professional staff promoted.(Wash) ....033  
 Professionals by academic degrees &  
 discipline (Wash).....023  
 Time in grade of professionals promoted  
 .....031  
 Time in grade of professional staff.....032  
 Turnover by division.....043  
 Turnover by grade.....042  
 GS-14 AND GS-15 EMPLOYEES, name list.....030  
 GEOGRAPHICAL LOCATION OF DUTY STATIONS  
 OF EMPLOYEES, monthly totals.....006  
 By states & counties.....035  
 GRADES  
 Average grade of GS employees.....061  
 Names of GS-14 & GS-15s (Wash).....030  
 Number & percent in each GS grade.....061  
 Number in each GS grade & step.....063  
 Number in each series & grade, GS  
 & Wage Board.....047  
 Number promoted by grades (Wash).....033  
 Of accessions.....021  
 Of aliens.....052  
 Of employees by name.....051, 026  
 Of professional employees appointed  
 (Wash).....002



<u>SUBJECT</u>	<u>REPORT NO.</u>	<u>SUBJECT</u>	<u>REPORT NO.</u>
GRADES (Cont'd)		PART-TIME EMPLOYEES, total.....	021
Of professional employees promoted (Wash).....	001	Average salary.....	011
Of professional employees separated (Boulder)....	013	By divisions (Boulder).....	012
Of professional employees separated (Wash).....	003	By geographic location.....	063
Of promotions.....	021	By professional status.....	020
Of reassignments.....	021	No. who worked during previous month, by division.....	011
Of retention group III employees.....	005	PAY CHANGES, total.....	021
Of separations.....	021	By grade ranges.....	021
Of sub-professional employees appointed (Wash) .....	004	By professional status.....	021
Of transfers.....	021	For Wage Board.....	021
Professionals, name list (Boulder).....	044	PERIODIC STEP INCREASES	
Time in grade of professionals promoted.....	031	Employees eligible for.....	010
Time in grade of professional staff.....	032	PERSONNEL ACTIONS, totals.....	021
Turnover by grade.....	042	PHYSICALLY IMPAIRED EMPLOYEES	
GUEST WORKERS, total.....	020	Monthly appointments.....	006
Number in Wash. and Boulder.....	020	POST-DOCTORAL RESEARCH FELLOWS, total.....	020
HAWAII EMPLOYEES, total.....	006	PROFESSIONAL EMPLOYEES, total.....	020
Accessions.....	006	Academic degrees by discipline.(Wash)....	023
By grade & step in grade.....	063	Appointed, name list.(Wash).....	002
By series & grade.....	047	By division (Boulder).....	012
Conversions to career & career-cond.....	006	By division (Wash).....	027
Part-time & WAE.....	063	By series..(Wash).....	023
Separations.....	006	Full-time, part-time, WAE.....	020
HOURLY RATES OF PAY, no. at each rate.....	063	Percentage in each division (Wash).....	027
IN-GRADE INCREASES		Personnel actions, by grade.....	021
Employees eligible for.....	010	Professional staff, name list (Boulder) .....	044
INTERMITTENT EMPLOYEES, total.....	007	Promoted, name list (Wash).....	001
Average salary.....	011	Promotions by division (Wash).....	033
By division.....	007	Ratio to sub-professionals (Wash).....	027
Total who worked during previous month.....	011	Reasons for separations (Boulder).....	013
See also <u>Part-time</u> and <u>WAE</u>		Reasons for separations (Wash).....	003
LENGTH OF <u>SERVICE AWARDS</u>		Separated, name list.....	013..003
Employees eligible for.....	041	Separations, voluntary, by division.....	043
LONGEVITY INCREASES		Separations, voluntary, by grade.....	042
Employees eligible for.....	010		

## PROFESSIONAL EMPLOYEES (Cont'd)

Time in grade.....	032
Time in grade of professional staff promoted.....	031
PROMOTIONS, total.....	021
By division (Wash).....	033
By grade ranges.....	021
By professional status.....	021
Date of last promotion, name list of professionals (Boulder).....	044
Percentage of professionals promoted (Wash).....	033
Professionals promoted, name list (Wash).....	001
Time in grade of professionals promoted.....	031
REASSIGNMENTS, total.....	021
By grade ranges.....	021
By professional status.....	021
RESEARCH ASSOCIATES, total.....	020
Number in Wash. & Boulder.....	020
RETENTION GROUP III EMPLOYEES.....	005
RETIREMENT, employees eligible for.....	041
RETIREMENT, MANDATORY	
Employees affected.....	041
SALARIES	
Intermittent employees, average salaries	
Report on wage and salary distribution.....	011
SEPARATIONS, total.....	063
By discipline.(Wash).....	006
By division.....	023
By grade.....	043
.....	021
By professional status.....	042
By series.(Wash).....	021
By type of separation.....	023
By type of separation.....	006
Professionals with academic degrees (Wash).....	023
Professional name list (Wash).....	003
Professionals, name list (Boulder).....	013

## SEPARATIONS (Cont'd)

Reasons for professional separations (Boulder).....	013
Reasons for professional separations (Wash).....	003
SERIES	
Number in each by grade.....	047
STEPS IN GRADE	
Number in each step in each grade.....	063
STUDENTS, total.....	020
By full-time, part-time, WAE.....	020
By professional status.....	020
SUB-PROFESSIONAL EMPLOYEES, total.....	020
Full-time, part-time, WAE.....	020
New appointments, name list (Wash).....	004
Percentage in each division.(Wash).....	027
Ratio to professionals.(Wash).....	027
Separations.....	020
Separations by division.....	043
Separations by grade.....	042
TEACHERS, HIGH SCHOOL & COLLEGE, total.....	020
By professional status.....	020
Full-time, part-time, WAE.....	020
TEMPORARY EMPLOYEES, total.....	006
Accessions.....	006
Aliens with temporary status.....	052
Average salary.....	011
By division (Boulder).....	012
By professional status.....	020
Full-time, part-time, WAE.....	020
Name list.....	005
No. who worked previous month by division	
.....	011
Separations.....	006
TIME IN GRADE OF PROFESSIONAL EMPLOYEES.....	032
TIME IN GRADE OF PROFESSIONAL EMPLOYEES PROMOTED.....	031

<u>SUBJECT</u>	<u>REPORT NO.</u>	<u>SUBJECT</u>	<u>REPORT NO.</u>
TRANSFERS WITHIN NBS.....	021	WAGE BOARD EMPLOYEES, total.....	006
TURNOVER STATISTICS		Accessions.....	021
By division.....	043	By divisions (Boulder).....	012
By grade.....	042	By divisions & percent (Wash).....	027
WAE EMPLOYEES, total.....	021	By geographic location.....	006
Average salary.....	011	By geographic location, states & counties	
By divisions (Boulder).....	012	.....	035
By geographic location.....	063	By hourly rates.....	063
By professional status.....	020	By series.....	047
No. who worked during previous month,		Full-time, part-time, WAE.....	020
by division.....	011	Pay changes.....	021
		Promotions.....	021
		Reassignments.....	021
		Separations.....	021
		Transfers.....	021
		Turnover by divisions.....	043
		Turnover by grades.....	042
		WOCs, total.....	006
		By geographic location.....	006

SAMPLE REPORTS

NATIONAL BUREAU OF STANDARDS  
PROMOTIONS OF PROFESSIONAL EMPLOYEES TO GS-9 AND ABOVE

Report No. 001

COVERAGE.....Washington only  
Includes:  
GS-9 to GS-15 inclusive

FREQUENCY.....Monthly

PREPARED FOR.....The Director



NATIONAL BUREAU OF STANDARDS  
PROMOTIONS OF PROFESSIONAL EMPLOYEES TO GS-9 AND ABOVE  
MAY 31, 1961

DIV.- SECT.*	NAME	F P O M			T O		
		GRADE	TITLE	OPTION	GRADE	TITLE	OPTION
06.01		05	MECHANICAL ENGINEER	GENERAL	09	MECHANICAL ENGINEER	APLD MECHS
06.02		11	PHYSICIST	MECHANICS	12	PHYSICIST	GENERAL
06.03		09	PHYSICIST	MECHANICS	11	PHYSICIST	MECHANICS
10.06		12	MECHANICAL ENGR	GENERAL	13	MECHANICAL ENGR	GENERAL
10.06		12	MECHANICAL ENGR	GENERAL	13	MECHANICAL ENGR	GENERAL
10.07		12	CHEMIST	PHYSICAL	13	CHEMIST	PHYSICAL
14.01		09	ELECTRONIC ENGINEER	INSTR	11	ELECTRONIC ENGINEER	INSTR
15.03		11	CHEMIST	ORGANIC	12	CHEMIST	ORGANIC
15.06		12	CHEMIST	PHYSICAL	13	CHEMIST	PHYSICAL

\*EMPLOYEES TRANSFERRING BETWEEN ORGANIZATIONAL UNITS DURING THE REPORTING PERIOD ARE LISTED IN THEIR OLD UNIT BUT CARRY THEIR NEW UNIT DESIGNATION.

NATIONAL BUREAU OF STANDARDS  
NEW APPOINTMENTS OF PROFESSIONAL EMPLOYEES AT GS-9 AND ABOVE

Report No. 002

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COVERAGE.....Washington only  
Includes:  
GS-9 to GS-15 inclusive

FREQUENCY.....Monthly

PREPARED FOR.....The Director

NBS 002

NATIONAL BUREAU OF STANDARDS  
NEW APPOINTMENTS OF PROFESSIONAL EMPLOYEES AT GS-9 AND ABOVE  
MAY 31, 1961

DIV.- SECT.	NAME	GRADE	TITLE	OPTION
05.00		GS-09	CHEMIST	PHYSICAL
11.01		GS-09	MATHEMATICIAN	
11.01		GS-09	MATHEMATICIAN	
12.04		GS-13	ELECTRONIC ENGINEER	
13.01		GS-12	PHYSICIST	GENERAL
13.05		GS-13	PHYSICIST	ATOMIC MOLE

NATIONAL BUREAU OF STANDARDS  
SEPARATION OF PROFESSIONAL EMPLOYEES GS-9 AND ABOVE  
Report No. 003

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COVERAGE.....Washington only  
Includes:  
GS-9 to GS-15 inclusive

FREQUENCY.....Monthly

PREPARED FOR.....The Director

NBS 003

NATIONAL BUREAU OF STANDARDS  
SEPARATIONS OF PROFESSIONAL EMPLOYEES, GS-9 AND ABOVE  
MAY 31, 1961

DIV.- SECT.	NAME	REASON FOR SEPARATION -	GRADE	SALARY	TITLE	OPTION
05.05	NAME	REASON FOR SEPARATION -	GS-09	7425	CHEMIST	INORGANIC
					TRANSFERRED TO NAT INSTITUTE OF HEALTH	
06.01	NAME	REASON FOR SEPARATION -	GS-11	8080	PHYSICIST	SOUND
					NO RETURN FROM LWOP NOT LIVING IN DC AREA	
15.07	NAME	REASON FOR SEPARATION -	GS-09	7425	CHEMIST	PHYSICAL
					DESIRES JOB MORE SUITED TO INTERESTS	



COVERAGE.....Washington only

FREQUENCY.....Monthly

PREPARED FOR.....The Director

SOURCE DATA FOR.....Report prepared by Personnel Division which  
shows where sub-professionals have been hired  
in place of professionals

NATIONAL BUREAU OF STANDARDS  
NEW APPOINTMENTS OF SUB-PROFESSIONAL EMPLOYEES  
MAY 31, 1961

GRADE	SALARY	DIV.- SECT.	NAME	TITLE	OPTION
GS-02A	3500	06.01		LABORATORY GEN MECH	
GS-02A	3500	06.01		LABORATORY GEN MECH	
GS-02A	3500	07.02		LABORATORY GEN MECH	
GS-02D	3815	07.05		LABORATORY GEN MECH	
GS-03A	3760	10.00		STUDENT ASSISTANT	CIVIL ENGRG
GS-04A	4040	02.00		STUDENT TRAINEE	PHYSICS
GS-04E	4460	02.06		PHYSICAL SCIENCE AID	
GS-04A	4040	14.00		STUDENT TRAINEE	ELEC ENGR
GS-08A	5885	02.06		ELECTRONIC DEVL P TECH	GENERAL

COVERAGE.... Washington only. Separate report for Boulder  
Includes:

All in Retention Group III (Temporary)

FREQUENCY.....Monthly

PREPARED FOR.....Recruitment and Placement Section,  
Personnel Division

SOURCE DATA FOR.....Recruitment and Placement Section prepares  
tallied report for Civil Service Commission

SERIES	GRADE	POSITION TITLE	POSITION NUMBER	NAME	DUTY STATION	ACTIVITY
00301	GS-07	MORPHOLOGIST	K0023			
00301	GS-09	MORPHOLOGIST	K0159			
00312	GS-03	CLERK STENOGRAPHER	J0015.1			SEPARATION
00318	GS-06	SECRETARY	F0648			
00830	GS-09	MECHANICAL ENGR	J0148			
00855	GS-13	ELECTRONIC ENGINEER	G0448.3			DELETION
00856	GS-07	ELECTRO DEVL P TECH	J0022.1			DELETION
00856	GS-08	ELECTRO DEVL P TECH	K0610.1			ADDITION
00861	GS-13	AFRO RES ENGR	H0213			
01310	GS-12	PHYSICIST	H0435			
01310	GS-13	PHYSICIST	J0250			
01310	GS-13	PHYSICIST	L0002			
01310	GS-14	PHYSICIST	K0931			
01320	GS-13	CHEMIST	J0010			
01320	GS-13	CHEMIST	L0100			
01320	GS-14	CHEMIST	J0620			
01321	GS-12	METALLURGIST	H0187			
01520	GS-13	MATHEMATICIAN	I0345			
01610	GS-02	LARY GEN MECH	H0048			ADDITION
01610	GS-02	LABORATORY GEN MECH	J0014.1			DELETION
01610	GS-02	LABORATORY GEN MECH	I0315			
01610	GS-02	LARY GEN MECHANIC	H0141.3			
01610	GS-02	LABORATORY GEN MECH	H0141.2			ADDITION
01610	GS-02	LABORATORY GEN MECH	H0141.1			
01610	GS-02	LABORATORY GEN MECH	I0084.1			ACCESSION
01610	GS-02	LABORATORY GEN MECH	L0116			
01610	GS-02	LAB GENERAL MECH	K0130			
01610	GS-02	LABORATORY GEN MECH	L0053.1			ADDITION
01610	GS-02	LABORATORY GEN MECH	L0342			ACCESSION
01610	GS-02	LAR GEN MECH	K0806			
01610	GS-02	LAR GEN MECHANIC	K0932			
01610	GS-02	LAR GEN MECH	G0240			ADDITION
01610	GS-03	LABORATORY GEN MECH	F0853			

NATIONAL BUREAU OF STANDARDS  
 OCCUPATIONAL SURVEY OF RETENTION GROUP III EMPLOYEES  
 Report No. 005 - Boulder

COVERAGE.....Boulder only. Separate report for Washington

Includes:

All in Retention Group III (Temporary)

FREQUENCY.....Monthly

PREPARED FOR.....Personnel Section, Boulder

SOURCE DATA FOR.....Personnel Section prepared tallied report for  
 Civil Service Region III in Denver



SERIES	GRADE	POSITION TITLE	POSITION NUMBER	NAME	DUTY STATION	ACTIVITY
00350	GS-02	OFFICE MACHINE OPR	L0134		E22	ACCESSION
00359	GS-04	EAM OPERATOR	I0097.1		E22	
00359	GS-04	EAM OPERATOR	I0097.3		E22	
00359	GS-04	EAM OPERATOR	I0097		E22	
00382	GS-03	TELEPHONE OPERATOR	F0218.1		E22	DELETION
00856	GS-09	ELECTRO DEVL P TECH	J0370		E22	
01310	GS-11	PHYSICIST	J0490		E22	
01310	GS-12	PHYSICIST	K0462		E22	
01310	GS-13	SUPERVISORY PHYSICIST	K0310		E22	
01310	GS-14	PHYSICIST	K0373		E22	
01310	GS-14	SUPERVISORY PHYSICIST	J0089		E22	
01310	GS-14	SUPERVISORY PHYSICIST	L0038		E22	
01310	GS-15	PHYSICIST	K0147		E22	
01310	GS-15	PHYSICIST	J0010		E22	
01530	GS-12	MATH STATISTICIAN	K0254		E22	
03703	W -05	WELDER HELPER	J0191		E22	

NATIONAL BUREAU OF STANDARDS  
MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT

Report No. 006

COVERAGE.....Washington and Boulder.  
Includes:

All paid employees

FREQUENCY.....Monthly

PREPARED FOR.....Department of Commerce for transmittal to  
Civil Service Commission

MONTHLY REPORT  
OF FEDERAL CIVILIAN EMPLOYMENTU.S. DEPARTMENT OF COMMERCE  
NATIONAL BUREAU OF STANDARDS  
MAY 31, 1961

EMPLOYMENT AND PAYROLLS	TOTAL ALL AREAS	TERR. AND POSS. OF THE U.S.	COUNTRIES (C)	CONTINENTAL U.S.			ALASKA (F)	HAWAII (G)
				AREA	WASH DC	OUTSIDE		
(A)	(B)	(C)	(D)	(F)	(F)	(G)		
1 TOTAL PAID EMPLOYEES	3474	1	17	2382	1058	5		
2 EXCEPTED, LIMITED OR CONDITIONAL	48	0	4	40	4	0		
3 EXCEPTED, PERMANENT	6	0	0	5	0	0		
4 COMPETITIVE, CAREER	2424	1	10	1779	623	4		
5 COMPETITIVE, CAREER-CONDITIONAL	878	0	3	468	405	1		
6 COMPETITIVE, LIMITED TENURE	118	0	0	90	26	0		
7 WAGE-BOARD	484	0	0	309	173	2		
8 FOREIGN NATIONALS	0	0	0	0	0	0		
9 U.S. CITIZENS OVERSEAS	28	1	17	0	0	2		
10 FULL-TIME	3253	1	17	2269	952	5		

## 11 WAGES AND SALARY EARNED

- 12 LUMP-SUM PAYMENTS  
13 WOC-EXPERTS AND CONSULTANTS  
14 OTHER WOC

## PERSONNEL ACTIONS

15 TOTAL ACCESSIONS	63	0	0	36	26	1	0	0
16 EXCEPTED APPOINTMENT	4	0	0	3	4	1	0	0
17 TRANSFER	7	0	0	3	4	0	0	0
18 CAREER	1	0	0	1	0	0	0	0
19 REAPPOINTMENT	3	0	0	1	2	0	0	0
20 CAREER-CONDITIONAL	24	0	0	9	15	0	0	0
21 TEMPORARY, FROM REGISTER	6	0	0	1	5	0	0	0
22 TEMPORARY, PENDING REGISTER	7	0	0	7	0	0	0	0
23 OTHER TEMPORARY	6	0	0	6	0	0	0	0
24 RESTORATION, RETURN TO DUTY	5	0	0	5	0	0	0	0
ADJUSTMENT	0	0	0	0	0	0	0	0
25 U.S. CITIZENS OVERSEAS	0	0	0	0	0	0	0	0
26 SEPARATED CAREER EMPLOYEES	0	0	0	0	0	0	0	0
27 PHYSICALLY IMPAIRED	0	0	0	0	0	0	0	0

28 TOTAL SEPARATIONS	58	0	0	39	19	0	0	0
29 QUIT	28	0	0	14	14	0	0	0
30 TRANSFER	4	0	0	4	0	0	0	0
31 DISCHARGE	1	0	0	1	0	0	0	0
32 REDUCTION IN FORCE	0	0	0	0	0	0	0	0
33 TERMINATION	0	0	0	0	0	0	0	0
34 DISPLACEMENT	0	0	0	0	0	0	0	0
35 EXTENDED LWOP, SUSPENSION	21	0	0	16	5	0	0	0
36 DEATH, RETIREMENT, DISABILITY, ETC	4	0	0	4	0	0	0	0
ADJUSTMENT	0	0	0	0	0	0	0	0
37 U.S. CITIZENS OVERSEAS	0	0	0	0	0	0	0	0

38 CONVERSIONS TO CAREER-CONDITIONAL	4	0	0	4	0	0	0	0
39 CONVERSIONS TO CAREER	2	0	0	2	0	0	0	0

I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE

OFFICIAL POSITION

LOCATION

DATE

NATIONAL BUREAU OF STANDARDS  
REPORT OF FULL-TIME, PART-TIME AND WAE PERSONNEL  
Report No. 007

COVERAGE.....Washington and Boulder

Excludes:

WOCs and LWOPs

FREQUENCY.....Monthly

PREPARED FOR.....General NBS distribution

SOURCE DATA FOR.....Various reports to other agencies on NBS administration

NBS 007 NATIONAL BUREAU OF STANDARDS  
REPORT OF FULL-TIME, PART-TIME AND WAE PERSONNEL  
APRIL 30, 1961

DIVISION	TOTAL STAFF	FIELD	FULL-TIME	PART-TIME AND WAE
1	85	0	82	3
2	143	8	115	28
3	130	1	98	32
4	100	1	94	6
5	85	0	80	5
6	167	0	151	16
7	129	1	124	5
8	95	0	92	3
9	114	2	105	9
10	171	26	158	13
11	97	0	84	13
12	107	0	95	12
13	77	0	68	9
14	115	0	109	6
15	89	1	84	5
30	79	0	68	11
32	8	0	8	0
34	52	0	50	2
40	59	0	59	0
41	38	0	37	1
42	137	0	135	2
43	106	0	106	0
44	97	0	97	0
45	8	0	7	1
46	17	0	16	1
47	4	0	4	0
50	140	0	140	0
79	75	71	63	12
80	254	254	238	16
81	111	111	82	29
82	135	120	116	19
83	125	125	99	26
84	242	235	189	53
85	86	86	77	9
87	105	105	86	19
TOTALS	3582	1147	3216	366
WASH. TOTALS	2449	40	2266	183
BLDR. TOTALS	1133	1107	950	183



NATIONAL BUREAU OF STANDARDS  
FLAGGING FOR INTERVIEWS WITH NEW EMPLOYEES AND IN-GRADE INCREASES  
Report No. 010

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COVERAGE.....Washington only. Separate report for Boulder  
Excludes:  
WOCs

FREQUENCY.....Monthly, covering the next two months

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
FLAGGING FOR INTERVIEWS WITH NEW EMPLOYEES AND IN-GRADE INCREASES  
APRIL 30, 1961

DIV.- SECT.	NAME	INTERVIEWS EOD	ON DUTY	GRADE	PERIODIC PROMOTION	PAY CHANGE	LONGEVITY PSI
01.00				GS-04A		07-10-60	
01.00				GS-04A		07-10-60	
01.01				GS-07G		07-10-60	04-03-56
01.01				GS-09C		07-10-60	06-27-60
01.02				GS-07G		07-10-60	05-08-57
01.02				GS-12C	11-15-59	07-10-60	11-15-59
01.02				GS-03C	05-31-59	07-10-60	05-29-60
01.03				GS-04B	05-01-60	07-10-60	05-01-60
01.03				GS-07A	05-01-60	07-10-60	05-01-60
01.03				GS-09E	05-05-57	07-10-60	05-01-60
01.03				GS-04A	06-26-60	07-10-60	06-26-60
01.03				GS-05A	04-19-59	07-10-60	04-19-59
01.04				GS-14B	11-15-59	07-10-60	11-15-59
01.04				GS-09B	06-14-59	07-10-60	06-12-60
01.05		07-01-60	10 MOS				
01.05				GS-13F		07-10-60	01-14-57

NATIONAL BUREAU OF STANDARDS                      Report No. 010 - Boulder  
FLAGGING FOR INTERVIEWS WITH NEW EMPLOYEES AND IN-GRADE INCREASES

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COVERAGE.....Boulder only. Separate report for Washington  
Excludes:  
          WOCs

FREQUENCY.....Monthly, covering the next two months

PREPARED FOR.....Personnel Section, Boulder

NBS 010 BOULDER

FLAGGING FOR INTERVIEWS WITH NEW EMPLOYEES AND IN-GRADE INCREASES  
NATIONAL BUREAU OF STANDARDS  
APRIL 30, 1961

DIV.- SECT.	NAME	INTERVIEWS EOD	ON DUTY	PERIODIC GRADE	PROMOTION	AND LONG PAY CHANGE	ACTIVITY PSI
79.00		07-24-60	10 MOS	GS-14C			11-01-59
79.00				GS-03C	05-18-58	07-10-60	05-15-60
79.10				GS-05B	06-26-60	07-10-60	06-26-60
79.20				GS-03D			
79.30				GS-09D	06-16-57	07-10-60	06-12-60
79.30				GS-06D	05-19-57	07-10-60	05-15-60
79.60				GS-03D	11-02-58	07-10-60	11-02-58
79.60				GS-15E		04-01-57	04-01-57

NATIONAL BUREAU OF STANDARDS  
AVERAGE SALARY OF INTERMITTENT EMPLOYEES

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COVERAGE.....Washington and Boulder  
Excludes:  
WOCs

FREQUENCY.....Monthly

PREPARED FOR.....Budget Division

NATIONAL BUREAU OF STANDARDS  
AVERAGE SALARY OF INTERMITTENT EMPLOYEES  
JUNE 30, 1961

DIV.

GS\*

WB\*\*

	TOTAL NO. WHO WORKED				AVERAGE SALARY				TOTAL NO. WHO WORKED				AVERAGE SALARY			
	PT	WAE	WHO	TEMP.	PT	WAE	TEMP.		PT	WAE	WHO	TEMP.	PT	WAE	TEMP.	
1	2	1	1	1	8407	11935	4040		0	0	0	0	0	0	0	0
2	13	4	5	5	4532	6075	4502		0	1	0	0	0	2.44	0	0
3	2	7	5	5	9672	11551	4333		0	0	0	0	0	0	0	0
4	3	0	3	3	5317	0	6353		0	0	0	0	0	0	0	0
5	3	0	4	4	5702	0	6589		0	0	0	0	0	0	0	0
6	4	4	5	5	7837	7712	4446		0	0	0	0	0	0	0	0
7	2	0	1	1	5002	0	3760		0	0	0	0	0	0	0	0
8	1	0	3	3	4250	0	6878		0	0	0	0	0	0	0	0
9	2	2	4	4	5840	13000	4800		0	0	0	0	0	0	0	0
10	2	2	12	12	4300	3875	4802		0	0	0	0	0	0	0	0
11	5	2	9	9	10386	10842	6939		0	0	0	0	0	0	0	0
12	3	1	3	3	7845	13730	4810		0	0	0	0	0	0	0	0
13	0	3	4	4	0	12085	6939		0	0	0	0	0	0	0	0
14	2	1	5	5	4705	11700	4023		0	0	0	0	0	0	0	0
15	5	0	4	4	6615	0	8374		0	0	0	0	0	0	0	0
30	1	4	5	5	5685	13127	5400		0	0	0	0	0	0	0	0
32	0	0	1	1	0	0	5335		0	0	0	0	0	0	0	0
34	1	0	2	2	6600	0	4192		0	0	0	0	0	0	0	0
40	0	0	1	1	0	0	3500		0	0	0	0	0	0	0	0
41	0	1	3	3	0	5335	3673		0	0	0	0	0	0	0	0
42	1	1	1	1	4075	5005	3500		1	0	1	1	2.18	0	2.04	0
43	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
44	0	0	3	3	0	0	3760		0	0	0	0	0	0	0	0
45	1	0	0	0	6180	0	0		0	0	0	0	0	0	0	0
46	0	0	1	1	0	0	3760		0	0	0	0	0	0	0	0
47	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
50	0	0	1	1	0	0	3500		0	0	0	0	0	0	0	0
79	5	6	2	2	4968	7854	6227		0	0	0	0	0	0	0	0
80	2	10	1	1	4162	4597	3500		0	1	1	1	0	2.12	0	0
81	5	7	0	0	6299	9309	0		0	0	0	0	0	0	0	0
82	4	4	0	0	4680	3976	0		0	1	1	1	0	3.42	0	0
83	5	8	0	0	4732	3986	0		0	0	0	0	0	0	0	0
84	10	10	1	1	6298	6107	3500		0	0	0	0	0	0	0	0
85	1	3	0	0	5520	7397	0		0	0	0	0	0	0	0	0
87	2	4	0	0	3822	4840	0		0	0	0	0	0	0	0	0
TOTALS	87	85	90	90	5951	7489	5245		1	3	1	1	2.18	2.66	2.04	0

\* GS SALARIES ARE ANNUAL RATES.

\*\* WB SALARIES ARE HOURLY RATES.



NATIONAL BUREAU OF STANDARDS  
MONTHLY REPORT OF PERSONNEL  
NBS-BOULDER

Report No. 012

COVERAGE.....Boulder only  
Includes:  
WOCs

FREQUENCY.....Monthly

PREPARED FOR.....Boulder Administrative Council

SOURCE DATA FOR.....Statistical analysis of Boulder data

NATIONAL BUREAU OF STANDARDS  
MONTHLY REPORT OF PERSONNEL  
MAY 31, 1961

	DIV. 79	DIV. 80	DIV. 81	DIV. 82	DIV. 83	DIV. 84	DIV. 85	DIV. 87	TOTAL
PROFESSIONAL STATUS									
PROFESSIONAL	31	6	75	64	74	140	54	65	509
SUB-PROFESSIONAL	5	21	18	40	39	72	23	32	250
WAGE BOARD	0	159	10	2	0	3	1	1	176
ADMINISTRATIVE CLERICAL	47	77	10	32	15	27	9	13	230
FULL-TIME, PART-TIME, WAE									
FULL-TIME	69	249	82	117	101	193	79	92	982
PART-TIME	5	2	7	8	9	10	1	6	48
WAE	9	12	24	13	18	39	7	13	135
TYPE OF APPOINTMENT									
EXCEPTED, LIM./COND.	4	1	6	7	4	15	3	4	44
EXCEPTED, PERMANENT	0	0	0	1	0	0	0	0	1
COMPETITIVE, CAREER	34	185	50	90	77	108	51	42	637
COMPETITIVE, CAREER COND.	38	73	56	36	46	115	33	61	458
TEMPORARY, LIMITED	1	2	0	1	0	2	0	1	7
TEMPORARY, PER	6	2	1	3	1	2	0	3	18
TOTAL STAFF	83	263	113	138	128	242	87	111	1165

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL STATISTICS - SEPARATED EMPLOYEES  
NBS-BOULDER

Report No. 013

COVERAGE.....Boulder only  
Excludes:  
WOCs

FREQUENCY.....Monthly

PREPARED FOR.....The Director, NBS Boulder Laboratories

SOURCE DATA FOR.....Statistical analysis of Boulder data

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL STATISTICS-SEPARATED EMPLOYEES  
APRIL 30, 1961

DIV.- SECT.	NAME	DATE OF BIRTH	GRADE	POSITION TITLE	FT/PT WAE	DATE LAST PROMOTION	SEPARATION DATE OF	IN- VOL. VOL.
81.40	NAME	12-22-22	GS-07G	CHEMIST	FT	- -	04-28-61	X
	REASON FOR SEPARATION -			SEPARATION-DISQUALIFICATION				
83.00	NAME	10-01-25	GS-12F	MATHEMATICIAN	WAE		03-27-61	X
	REASON FOR SEPARATION -			DOES NOT PLAN TO RETURN TO BOULDER				
84.50	NAME	05-11-36	GS-07G	PHYSICIST	FT	11-01-59	03-24-61	X
	REASON FOR SEPARATION -			ACCEPTING ANOTHER POSITION				
85.00	NAME	03-08-11	GS-14B	SUPV ELECTRONIC ENG	FT	01-24-60	04-14-61	X
	REASON FOR SEPARATION -			ACCEPT EMPLOYMENT ELSEWHERE				
85.50	NAME	02-19-27	GS-07G	ELECTRONIC ENG	PT	- -	04-20-61	X
	REASON FOR SEPARATION -			NEEDS MORE TIME TO DEVOTE TO STUDIES				
85.60	NAME	11-20-25	GS-12D	ELECTRONIC ENGINEER	FT	08-09-59	04-28-61	X
	REASON FOR SEPARATION -			ACCEPTED ANOTHER POSITION				

NATIONAL BUREAU OF STANDARDS  
ANALYSIS OF BUREAU STAFF

Report No. 020

-----  
COVERAGE.....Washington and Boulder

Includes:

Research Associates and Guest Workers

FREQUENCY.....Quarterly. Data as of March 31, June 30,  
Sept. 30, Dec. 31

PREPARED FOR.....Bureau Personnel Committee

NATIONAL BUREAU OF STANDARDS  
ANALYSIS OF BUREAU STAFF  
MAY 31, 1961

	W A S H I N G T O N				B O U L D E R				NBS TOTAL
	FT	PT	WAE	TOTAL	FT	PT	WAE	TOTAL	
PROFESSIONAL	1159	30	78	1267	429	13	67	509	1776
CONSULTANTS (PL 600)	1	1	49	51	1	0	7	8	59
COLLEGE AND HS TEACHERS	1	0	0	1	0	0	14	14	15
POST-DOCT. RES. FELLOWS	14	0	0	14	1	0	1	2	16
STUDENTS	62	5	7	74	6	3	13	22	96
TEMPORARY LIMITED	13	0	4	17	1	0	0	1	18
OTHER	1068	24	18	1110	420	10	32	462	1572
SUB-PROFESSIONAL	433	19	17	469	168	27	55	250	719
STUDENTS	84	7	11	102	4	12	39	55	157
TEMPORARY LIMITED	2	0	0	2	1	0	1	2	4
OTHER	347	12	6	365	163	15	15	193	558
WAGE BOARD	306	1	1	308	173	0	3	176	484
TEMPORARY LIMITED	1	0	0	1	0	0	0	0	1
OTHER	305	1	1	307	173	0	3	176	483
ADMINISTRATIVE CLERICAL	517	27	4	548	212	8	10	230	778
STUDENTS	1	0	0	1	1	0	1	2	3
TEMPORARY LIMITED	7	2	0	9	4	0	0	4	13
OTHER	509	25	4	538	207	8	9	224	762
TOTAL EMPLOYEES	2415	77	100	2592	982	48	135	1165	3757
RESEARCH ASSOCIATES AND GUEST WORKERS				282				23	305
TOTAL WORKING AT NBS				2874				1188	4062



NATIONAL BUREAU OF STANDARDS  
PERSONNEL ACTIVITY

Report No. 021

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COVERAGE.....Washington only. Separate report for Boulder

Includes:

All Washington employees without exception  
Guest Workers and Research Associates

FREQUENCY.....Quarterly. Data as of March 31, June 30, Sept. 30,  
Dec. 31

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
PERSONNEL ACTIVITY  
MARCH 31, 1961

	PROFESSIONAL					SUB-PROF.		WAGE BD.		ADMIN.-CLERICAL			TOTAL
	GS 1-8	GS 9-12	GS 13-18	OTHER	GS 1-4	GS 5-11				GS 1-5	GS 6-9	GS 10-16	
ACCESSIONS	10	9	6	8	18	4	3			20	2	0	80
SEPARATIONS	9	7	4	1	15	4	8			21	3	0	72
PROMOTIONS	3	19	11	0	6	9	4			20	4	3	79
REASSIGNMENTS*	1	3	1	0	2	2	3			2	3	1	18
TRANSFERS**	2	4	9	0	0	2	1			6	1	0	25
PAY CHANGES***	1	40	19	0	11	38	314			26	22	11	482
OTHER ACTIONS	19	48	47	29	47	50	2			32	22	15	311
TOTAL ACTIONS	45	130	97	38	99	109	335			127	57	30	1067

\* REASSIGNMENTS WITHIN SECTIONS -- NO PROMOTION INVOLVED.

\*\* TRANSFERS BETWEEN SECTIONS OR DIVISIONS AT THE SAME GRADE AND SALARY.

\*\*\* PAY CHANGES OTHER THAN PROMOTIONS -- IN GRADES, WAGE BOARD RATES, ETC.

NATIONAL BUREAU OF STANDARDS  
PERSONNEL ACTIVITY

Report No. 021 - Boulder

COVERAGE.....Boulder only. Separate report for Washington  
Includes:

All Boulder employees without exception  
Guest Workers and Research Associates

FREQUENCY.....Quarterly. Data as of March 31, June 30, Sept. 30,  
Dec. 31

PREPARED FOR.....Personnel Section, Boulder

NATIONAL BUREAU OF STANDARDS  
PERSONNEL ACTIVITY  
MARCH 31, 1961

	PROFESSIONAL					SUB-PROF.		WAGE BD.		ADMIN.-CLERICAL				TOTAL
	GS 1-8	GS 9-12	GS 13-18	OTHER	GS 1-4	GS 5-11	GS 1-5	GS 6-9	GS 10-16					
ACCESSIONS	4	5	1	0	4	1	0	0	0	6	0	0	0	21
SEPARATIONS	4	9	3	0	18	1	1	1	0	7	0	0	0	43
PROMOTIONS	1	15	10	0	7	14	9	9	0	13	0	0	0	69
REASSIGNMENTS*	2	1	1	0	29	2	0	0	0	6	0	0	0	41
TRANSFERS**	5	12	6	0	14	18	1	1	0	6	0	0	0	62
PAY CHANGES***	0	28	8	0	9	23	171	4	0	18	4	0	0	261
OTHER ACTIONS	23	17	6	0	14	22	21	1	1	15	1	1	1	120
TOTAL ACTIONS	39	87	35	0	95	81	203	5	1	71	5	1	1	617

\* REASSIGNMENTS WITHIN SECTIONS -- NO PROMOTION INVOLVED.

\*\* TRANSFERS BETWEEN SECTIONS OR DIVISIONS AT THE SAME GRADE AND SALARY.

\*\*\* PAY CHANGES OTHER THAN PROMOTIONS -- IN GRADES, WAGE BOARD RATES, ETC.

NATIONAL BUREAU OF STANDARDS  
TIME-IN-GRADE OF PROFESSIONALS (GS 12 and ABOVE) AND SECRETARIES

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COVERAGE.....Washington only  
Includes:  
Professionals, GS-12 and above and  
secretaries (series 18) all grades

FREQUENCY.....Semi-annual

PREPARED FOR.....Bureau Personnel Committee

TIME-IN-GRADE LISTING NATIONAL BUREAU OF STANDARDS  
OF PROFESSIONALS (GS 12 AND ABOVE) AND SECRETARIES  
JUNE 30, 1961

DIV.- SECT.	NAME	TITLE	GRADE	SALARY	DATE LAST PROMOTION	EOD DATE	TIME IN GRADE YRS. MOS.
01.00		SECRETARY	GS-04	04040	05-14-61	08-15-60	0 2
01.03		SECRETARY	GS-05	04345	10-16-60	03-03-58	0 8
01.01		PHYSICIST	GS-12	09735	04-05-59	06-09-54	2 3
01.01		PHYSICIST	GS-12	10255	05-04-58	12-08-52	3 2
01.02		CHEMIST	GS-12	10255	03-24-57	08-15-55	4 3
01.02		CHEMIST	GS-12	09735	11-15-59	10-08-52	1 8
01.02		CHEMIST	GS-12	08955	10-16-60	11-23-59	0 8
01.03		ELECTRONIC ENGR	GS-12	10255	06-17-56	12-31-46	5 0
01.03		PHYSICIST	GS-12	10255	12-29-57	07-01-43	3 6
01.03		ELECTRICAL ENG	GS-12	10515	12-24-50	07-02-56	10 6
01.03		ELECTRICAL ENG	GS-12	10255	12-29-57	08-12-46	3 6
01.04		PHYSICAL CHEMIST	GS-12	09735	08-23-59	10-09-58	1 10
01.04		PHYSICIST	GS-12	08955	10-16-60	02-15-60	0 8
01.04		PHYSICIST	GS-12	10775	11-04-46	11-04-46	14 8
01.05		PHYSICIST	GS-12	09475	07-01-60	07-01-60	1 0
01.05		PHYSICIST	GS-12	09215	09-18-60	05-24-51	0 9
01.05		PHYSICIST	GS-12	09735	08-12-58	08-12-57	2 11
01.02		CHEMIST	GS-13	11935	09-22-57	07-01-43	3 9
01.02		CHEMIST	GS-13	10635	08-21-60	09-08-59	0 10
01.02		CHEMIST	GS-13	11935	09-08-57	03-24-53	3 10
01.02		CHEMIST	GS-13	11935	07-15-56	05-01-60	5 0
01.03		ELECTRICAL ENGINEER	GS-13	11935	07-15-56	01-14-57	4 6
01.05		PHYSICIST	GS-13	11935	06-12-60	03-18-57	1 1
01.05		PHYSICIST	GS-13	10895	07-26-59	07-02-56	1 11
01.05		PHYSICIST	GS-13	11935	01-27-57	02-05-24	4 5
01.01		PHYSICIST	GS-14	12470	01-24-60	07-22-36	1 5
01.01		PHYSICIST	GS-14	12730	05-31-59	06-07-55	2 1
01.01		PHYSICIST	GS-14	12730	08-09-59	12-19-46	1 11
01.02		CHEMIST	GS-14	13510	01-26-58	04-06-29	3 5
01.03		ELECTRICAL ENG	GS-14	12730	07-12-59	05-16-39	2 0
01.03		PHYSICIST	GS-14	13510	04-20-58	08-15-30	3 2
01.04		SUPV PHYSICIST	GS-14	12730	11-15-59	09-23-30	1 8
01.05		PHYSICIST	GS-14	12470	03-20-60	02-09-48	1 3
01.00		SUPERVISORY PHYSICIST	GS-15	15030	05-10-53	05-22-41	8 2
01.01		SUPV PHYSICIST	GS-15	14380	09-21-58	07-25-27	2 9
01.02		SUPERVISORY CHEMIST	GS-15	15030	01-26-58	11-18-35	3 5
01.03		SUPV PHYSICIST	GS-15	14380	09-21-58	06-01-16	2 9
01.03		PHYSICIST	GS-15	14055	04-03-60	01-02-25	1 3
01.03		ELECTRONIC ENGINEER	GS-15	15030	04-10-55	02-25-48	6 3
01.05		SUPV PHYSICIST	GS-15	14380	07-26-59	01-18-54	1 11



COVERAGE.....Boulder only

Includes:

Professionals, GS-12 and above and  
secretaries (series 18) all grades

FREQUENCY.....Semi-annual

PREPARED FOR.....Boulder Administrative Council

NBS 022 BOULDER NATIONAL BUREAU OF STANDARDS  
TIME-IN-GRADE LISTING OF PROFESSIONALS (GS 12 AND ABOVE) AND SECRETARIES  
JUNE 30, 1961

DIV.- SECT.	NAME	TITLE	GRADE	SALARY	DATE LAST PROMOTION	EOD DATE	TIME IN GRADE YRS. MOS.
79.10		SECRETARY	GS-04	04145	11-29-59	04-09-59	1 7
79.20		SECRETARY	GS-04	04040	06-11-61	08-17-60	0 1
79.70		SECRETARY	GS-04	04670	01-11-59	09-25-56	2 6
79.80		SECRETARY	GS-04	04145	03-06-60	11-09-59	1 4
79.00		SECRETARY	GS-06	05490	07-10-60	01-26-59	1 0
79.50		MATH STATISTICIAN	GS-12	09475	06-12-60	12-17-59	1 1
79.80		PHYSICIST	GS-12	08955		08-29-60	0 10
79.30		MATHEMATICIAN	GS-13	10635	03-19-61	03-19-61	0 3
79.40		PHYSICIST	GS-13	10895	05-29-60	07-21-52	1 1
79.10		PHYSICIST	GS-14	13510	03-25-56	02-05-47	5 3
79.60		PHYSICIST	GS-14	13510		06-09-58	3 1
79.80		PHYSICAL SCIENCE ADMR	GS-14	13510		09-03-57	3 10
79.30		MATHEMATICIAN	GS-15	14055		08-31-59	1 10
79.50		MATH STATISTICIAN	GS-15	14055	09-04-60	10-20-54	0 10
79.60		PHYSICIST	GS-15	13730		10-20-60	0 8
79.60		PHYSICIST	GS-15	15030		04-01-57	4 3
79.70		PHYSICIST	GS-15	14055	01-25-59	06-06-55	2 5

COVERAGE.....Washington only

Excludes:

Part-time	Post-Doctoral Research Fellows
WAE	Temporary limited
Students	WOC's
Faculty	

FREQUENCY.....Quarterly. Data as of March 31, June 30, Sept. 30,  
Dec. 31. Figures cumulative for period

PREPARED FOR.....The Director

NBS 023

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL WITH ACADEMIC DEGREES\*

FOR THE QUARTER ENDING    MARCH 31, 1961

	PHYSICS	CHEM- ISTRY	ENGI- NEERING	MATHE- MATICS	OTHER PROFES- SIONAL	TOTALS
	1310	1320	800-898	1520 1530	1312 1321	
TOTAL	376	238	150	48	21	833
BACHELORS						
ACCESSIONS	3	1	1	3	0	8
SEPARATIONS	1	2	3	1	0	7
TOTAL STAFF	172	103	108	27	15	425
MASTERS						
ACCESSIONS	0	2	0	0	0	2
SEPARATIONS	0	0	1	1	0	2
TOTAL STAFF	74	46	35	6	3	164
DOCTORS						
ACCESSIONS	3	5	0	0	0	8
SEPARATIONS	0	1	0	0	0	1
TOTAL STAFF	130	89	7	15	3	244

\*FULL-TIME PROFESSIONAL EXCLUDING STUDENTS, FACULTY, OTHER TEMPORARY LIMITED,  
AND WOC.

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL WITH ACADEMIC DEGREES

Report No. 023 -- Boulder

COVERAGE.....Boulder only  
Excludes:

Part-time	Post-Doctoral Research Fellows
WAE	Temporary limited
Students	WOCs
Faculty	

FREQUENCY.....Quarterly. Data as of March 31, June 30, Sept. 30,  
Dec. 31. Figures cumulative for period

PREPARED FOR.....Boulder Administrative Council

NBS 023 BOULDER

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL WITH ACADEMIC DEGREES\*

FOR THE QUARTER ENDING MARCH 31, 1961

	PHYSICS	CHEM- ISTRY	ENGI- NEERING	MATHE- MATICS	OTHER PROFES- SIONAL	TOTALS
	1310	1320	800-898	1520 1530		
TOTAL	173	6	147	54	12	392
BACHELORS						
ACCESSIONS	0	0	1	0	0	1
SEPARATIONS	1	0	2	0	0	3
TOTAL STAFF	82	1	122	41	6	252
MASTERS						
ACCESSIONS	0	0	0	0	0	0
SEPARATIONS	0	1	0	0	0	1
TOTAL STAFF	58	2	23	11	3	97
DOCTORS						
ACCESSIONS	0	0	0	0	0	0
SEPARATIONS	0	0	0	0	0	0
TOTAL STAFF	33	3	2	2	3	43

\*FULL-TIME PROFESSIONAL EXCLUDING STUDENTS, FACULTY, OTHER TEMPORARY LIMITED,  
AND WOC.



NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL STAFF LISTING, AGE VS SALARY

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COVERAGE.....Washington only

Includes:

Professionals only

FREQUENCY.....Annual

PREPARED FOR.....Bureau Personnel Committee

DIV.- SECT.	NAME	DATE OF BIRTH	SALARY	GRADE	SERIES	SEX
13.01		09-27-25	08955	GS-12	01310	M
13.01		08-21-19	14055	GS-15	01310	M
13.01		11-27-29	10635	GS-13	01310	M
13.01		01-16-23	08080	GS-11	01310	M
13.01		11-02-24	09735	GS-12	01310	M
13.01		09-24-98	14055	GS-15	01310	F
13.01		12-22-29	09475	GS-12	01310	M
13.01		04-17-36	07560	GS-11	01310	M
13.01		12-04-20	12470	GS-14	01310	M
13.01		03-13-30	08955	GS-12	01310	M
13.01		04-21-31	10635	GS-13	01310	M
13.01		07-20-11	09735	GS-12	01310	M
13.02		03-02-21	10895	GS-13	01310	M
13.02		07-20-37	06345	GS-07	01310	M
13.02		11-24-30	10635	GS-13	01310	M
13.02		04-26-97	15030	GS-15	01310	M
13.02		01-13-37	06345	GS-07	01310	M
13.02		09-05-26	09735	GS-12	01310	M
13.04		03-18-25	11155	GS-13	01310	M
13.04		08-24-20	11155	GS-13	01310	M
13.04		06-06-31	06930	GS-09	01320	M
13.04		03-05-39	06345	GS-07	01310	M
13.04		07-13-20	14380	GS-15	01310	M
13.04		01-01-24	09735	GS-12	01310	M
13.04		11-05-28	12210	GS-14	01310	M
13.04		04-07-24	10895	GS-13	01310	M
13.04		08-16-33	08340	GS-11	01320	F
13.04		08-08-19	07820	GS-11	01310	M
13.04		02-09-25	10255	GS-12	01310	M
13.04		01-15-31	09735	GS-12	01310	M
13.05		01-25-30	10635	GS-13	01310	M
13.05		11-30-30	08955	GS-12	01310	M
13.05		08-15-01	15030	GS-15	01310	M
13.05		08-23-27	11155	GS-13	01310	M
13.05		10-20-24	08340	GS-11	01310	M
13.05		01-08-25	09215	GS-12	01310	M
13.05		03-30-23	12470	GS-14	01310	M
13.05		03-25-30	08860	GS-11	01310	M
13.05		08-17-23	10635	GS-13	01310	M
13.06		02-05-37	06345	GS-07	01310	M
13.06		11-06-30	11155	GS-13	01310	M
13.06		10-18-30	12470	GS-14	01310	M
13.06		12-28-28	10635	GS-13	01310	M
13.06		05-23-27	12470	GS-14	01310	M
13.06		08-11-36	06930	GS-09	01310	M
13.06		07-06-31	10895	GS-13	01310	M
13.06		04-04-31	06345	GS-07	01310	M
13.06		06-26-32	07095	GS-09	01310	M
13.06		11-25-37	06345	GS-07	01310	M
13.06		09-22-33	07560	GS-11	01310	M

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL STAFF LISTING, AGE VS SALARY

Report No. 025 - Boulder

-----  
COVERAGE.....Washington only

Includes:

Professionals only

FREQUENCY.....Annual

PREPARED FOR.....Boulder Administrative Council

DIV- SECT.	NAME	DATE OF BIRTH	SALARY	GRADE	SERIES	SEX
79.10		03-23-19	13510	GS-14	01310	M
79.25		12-13-09	07520	GS-11	01410	F
79.25		03-19-09	06600	GS-09	01410	F
79.25		07-19-06	06765	GS-09	01410	F
79.30		03-26-31	06600	GS-09	01520	M
79.30		12-09-30	06600	GS-09	01520	M
79.30		03-19-33	06600	GS-09	01520	M
79.30		10-18-33	08340	GS-11	01520	M
79.30		02-08-30	07560	GS-11	01520	M
79.30		03-26-30	08080	GS-11	01520	M
79.30		11-18-39	05335	GS-05	01520	F
79.30		12-27-19	14055	GS-15	01520	M
79.30		10-18-32	10635	GS-13	01520	M
79.40		06-19-20	10895	GS-13	01310	M
79.50		09-15-16	14055	GS-15	01520	M
79.50		04-19-28	09475	GS-12	01520	M
79.60		04-02-25	13730	GS-15	01310	M
79.60		11-03-36	05335	GS-05	01330	F
79.60		03-03-21	15030	GS-15	01310	M
79.70		07-20-33	08080	GS-11	01520	F
79.70		08-03-30	06345	GS-07	01520	F
79.70		01-23-24	14055	GS-15	01310	M
80.30		08-03-13	05520	GS-07	00610	F
80.50		02-25-98	12455	GS-13	00801	M
80.50		08-26-04	07425	GS-09	00810	M
80.50		01-01-26	08955	GS-12	00830	M
81.00		06-30-20	08660	GS-11	00830	M
81.00		09-20-04	11155	GS-13	01310	M
81.00		04-17-02	16000	**	01310	M
81.00		05-24-30	06345	GS-07	00830	M
81.10		10-23-20	10635	GS-13	00830	M
81.10		08-09-31	06345	GS-07	00830	M
81.10		12-01-26	07425	GS-09	01310	M
81.10		04-07-24	06345	GS-07	00830	M
81.10		10-11-34	08925	GS-12	00830	M
81.10		11-25-20	13510	GS-14	00830	M
81.10		10-02-24	09735	GS-12	00830	M
81.10		06-02-38	06345	GS-07	00830	M
81.10		02-10-36	05335	GS-05	00830	M
81.10		12-21-28	06345	GS-07	00830	M
81.10		04-16-29	07560	GS-11	00830	M
81.10		12-13-31	08340	GS-11	00855	M
81.10		06-08-24	10635	GS-13	00630	M
81.10		03-21-25	11155	GS-13	00830	M
81.10		07-07-27	06930	GS-09	00830	M
81.10		11-17-19	10635	GS-13	00830	M
81.10		06-11-30	08340	GS-11	00850	M
81.10		10-28-29	06765	GS-09	01520	M
81.20		06-20-25	14055	GS-15	00830	M
81.20		02-15-34	07560	GS-11	00830	M

NATIONAL BUREAU OF STANDARDS  
LISTING FOR KARDEX CHECK

Report No. 026 - Boulder

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COVERAGE.....Boulder only. Separate report for Washington (051)  
Includes:

All Boulder employees

FREQUENCY.....Data as of Oct. 31 and April 30

PREPARED FOR.....Personnel Section, Boulder

NATIONAL BUREAU OF STANDARDS  
LISTING FOR KARDEX CHECK  
APRIL 30, 1961

NBS 026 BOULDER

PAGE 1

DIV.- SECT.	GRADE	SERIES	EMPL. NO.	NAME	POSITION TITLE	OPTION	POS. NO.	C			DATE LAST PSI
								FT	PT	DUTY	
								WAE	STA	TYPE	STU- DENT
										N	PSI
79.00	GS-06E	00318	88196		SECRETARY		K0257	FT	D1	Y	4
79.00	GS-07Y	00301	84761		GENERAL CLERICAL ASST		F0200	FT	E22	Y	4
79.00	GS-07A	00341	86957		ADMINISTRATIVE ASST		K0134	FT	E22	Y	5
79.00	GS-09B	00301	86062		FREQ.ASSIGNMENTANALYST		K0256	FT	D1	Y	4
79.00	GS-14C	00301	82554		DEP COMM LIAISON OFFR		K0439	FT	D1	Y	4
79.00	GS-15C	00301	80435		COMM LIAISON OFFICER		K0094	FT	D1	Y	4
79.00	**--***	00000	81224		PHYSICAL SCIENCE ADMR		I0239	FT	E22	Y	4
79.00	**--***	00000	89009		CONSULTANT		H0142	WAE	E22	Y	2
79.10	GS-03A	00305	86390		FILE CLERK		K0412	FT	E22	Y	5
79.10	GS-03C	00305	88235		FILE CLERK		I0144	FT	E22	Y	4
79.10	GS-03A	00312	87895		CLERK-STENOGRAPHER		H0293	FT	E22	Y	5
79.10	GS-03C	00312	89181		CLERK-STENOGRAPHER		H0295	FT	E22	Y	5
79.10	GS-04B	00318	87533		SECRETARY	STENOGRAPHY	J0478	FT	E22	Y	5
79.10	GS-05F	00301	85110		DATA CENTER SUPERVISOR		K0396	FT	E22	Y	5
79.10	GS-14F	01310	87677		PHYSICIST	PHYS/ATMOS	K0355	FT	E22	Y	4
79.20	GS-03A	00312	81826		CLERK-STENOGRAPHER		G0408	FT	E22	Y	5
79.20	GS-05A	00010	80242		INFORMATION SPECIALIST		J0469*2	FT	E22	Y	5
79.20	GS-05B	00010	85112		EDITORIAL CLERK	GENERAL	J0054	PT	E22	Y	4
79.20	GS-05C	00010	89414		INFORMATION SPECIALIST		J0469*1	FT	E22	Y	5
79.20	GS-07C	00010	88784		PUBLICATIONS WRITER	PHY SCI/ENG	I0065	PT	E22	Y	5
79.20	GS-09C	00010	81188		INFORMATION SPECIALIST		J0037	FT	E22	Y	4
79.20	GS-09C	00010	86948		INFORMATION SPECIALIST		J0037*1	FT	E22	Y	5
79.20	GS-11F	00010	81080		INFORMATION SPECIALIST		J0090	FT	E22	Y	4
79.20	GS-11F	00010	81346		PUBLICATIONS EDITOR	GENERAL	J0492	FT	E22	Y	5
79.20	GS-12B	00010	81890		INFORMATION OFFICER		J0091	FT	E22	Y	4



NATIONAL BUREAU OF STANDARDS  
REPORT ON PROFESSIONAL AND SUPPORTING STAFF IN TECHNICAL DIVISIONS

Report No. 027

COVERAGE.....Washington only

Excludes:

Part-time and WAE

Students

Faculty

Post-Doctoral Research Fellows

Temporary-limited

WOCs

FREQUENCY.....Semi-annual. Data is as of June 30 and Dec. 31.

PREPARED FOR.....The Director

REPLACES REPORTS ENTITLED..Number of professional and sub-professional employees  
Summary of employees in D. C. by professional, sub-  
professional, other classified and Wage Board  
Professional personnel statistics

NATIONAL BUREAU OF STANDARDS  
REPORT ON PROFESSIONAL AND SUPPORTING STAFF IN TECHNICAL DIVISIONS  
MAY 31, 1961

DIV.	PROFESSIONAL		SUB-PROF.		WAGE BOARD		ADMIN.-CLERICAL		TOTAL STAFF	RATIO OF PROF. TO SUB.-PROF.
	NO.	PERCENT	NO.	PERCENT	NO.	PERCENT	NO.	PERCENT		
1	52	64.99	14	17.49	4	4.99	10	12.50	80	3.71
2	64	58.71	36	33.02	0	.00	9	8.25	109	1.77
3	71	78.02	11	12.08	0	.00	9	9.89	91	6.45
4	64	67.36	17	17.89	0	.00	14	14.73	95	3.76
5	67	85.89	6	7.69	0	.00	5	6.41	78	11.16
6	91	62.75	40	27.58	0	.00	14	9.65	145	2.27
7	85	68.54	27	21.77	0	.00	12	9.67	124	3.14
8	67	75.28	16	17.97	0	.00	6	6.74	89	4.18
9	73	69.52	22	20.95	0	.00	10	9.52	105	3.31
10	83	53.89	55	35.71	0	.00	16	10.38	154	1.50
11	58	70.73	2	2.43	0	.00	22	26.82	82	28.99
12	56	58.23	20	20.83	0	.00	20	20.83	96	2.79
13	57	81.42	4	5.71	0	.00	9	12.85	70	14.24
14	64	59.81	32	29.90	0	.00	11	10.28	107	1.99
15	69	85.18	4	4.93	0	.00	8	9.87	81	17.24
32	2	28.57	0	.00	0	.00	5	71.42	7	.00
TOTALS	1023	67.61	306	20.22	4	.26	180	11.89	1513	3.34

NATIONAL BUREAU OF STANDARDS  
EMPLOYEES IN GRADES GS-14 AND GS-15  
Report No. 030

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COVERAGE.....Washington only

FREQUENCY.....Annual. Data as of Dec. 31.

PREPARED FOR.....Bureau Personnel Committee and the Divisions

DIVISION-		GS-15	GS-14
SECTION	NAME	NAME	
01.00			
01.01			
01.01			
01.01			
01.02			
01.02			
01.03			
01.03			
01.03			
01.03			
01.04			
01.05			
01.05			
DIVISION TOTAL		7	8
02.01			
02.01			
02.01			
02.02			
02.02			
02.03			
02.05			
02.05			
DIVISION TOTAL		4	4
03.00			
03.00			
03.00			
03.00			
03.01			
03.01			
03.01			
03.01			
03.02			
03.02			
03.02			
03.02			
03.03			
03.03			
03.03			
03.03			
03.07			
03.08			
03.08			
03.08			
DIVISION TOTAL		7	13

**NATIONAL BUREAU OF STANDARDS**  
**TIME IN GRADE OF PROFESSIONAL EMPLOYEES PROMOTED DURING THE YEAR**  
**Report No. 031**

COVERAGE.....Washington only. Separate report for Boulder.

**Includes:**

Professional staff GS-5 to GS-15 inclusive

**Excludes:**

Part-time and WAE

## Students

## Faculty

## Post-Doctoral Research Fellows

Temporary limited employees

WOCs

FREQUENCY.....Annual. Data as of Dec. 31.

PREPARED FOR.....Bureau Personnel Committee

RELATED REPORT.....032, Time in grade of professional staff

NBS 031

TIME IN GRADE OF PROFESSIONAL STAFF PROMOTED DURING THE YEAR  
OCTOBER 31, 1960  
NATIONAL BUREAU OF STANDARDS

FROM	PROMOTED TO	NUMBER	MEAN OF TIME IN PREVIOUS GRADE	
			YEARS	MONTHS
GS-5	GS-7	0	0	0
GS-7	GS-9	5	1	6
GS-9	GS-11	8	3	3
GS-11	GS-12	6	2	7
GS-12	GS-13	1	3	4
GS-13	GS-14	1	5	2
GS-14	GS-15	1	1	2



**NATIONAL BUREAU OF STANDARDS**  
**Report No. 031 - Boulder**  
**TIME IN GRADE OF PROFESSIONAL EMPLOYEES PROMOTED DURING THE YEAR**

COVERAGE.....Boulder only. Separate report for Washington.

Includes:

Professional staff GS-5 to GS-15 inclusive

**Excludes:**

Part-time and WAE Post-Doctoral Research Fellows

Students  
Temporary limited employees

## Faculty

FREQUENCY.....Annual. Data as of Dec. 31.

PREPARED FOR.....Boulder Administrative Council

RELATED REPORT.....032, Time in grade of professional staff

TIME IN GRADE OF PROFESSIONAL STAFF PROMOTED DURING THE YEAR  
OCTOBER 31, 1960

PROMOTED		NUMBER	MEAN OF TIME IN PREVIOUS GRADE	
FROM	TO		YEARS	MONTHS
GS-5	GS-7	2	1	3
GS-7	GS-9	1	1	3
GS-9	GS-11	0	0	0
GS-11	GS-12	2	2	8
GS-12	GS-13	5	2	8
GS-13	GS-14	2	2	7
GS-14	GS-15	0	0	0

NATIONAL BUREAU OF STANDARDS  
TIME IN GRADE OF PROFESSIONAL STAFF

Report No. 032

COVERAGE.....Washington only. Separate report for Boulder.

Includes:

Professional staff GS-5 to GS-15 inclusive

Excludes:

Part-time

WAE

Students

Faculty

Post-Doctoral Research Fellows

Temporary limited employees

WOCs

FREQUENCY.....Annual. Data as of December 31.

PREPARED FOR.....Bureau Personnel Committee

RELATED REPORT.....031, Time in grade of professional employees  
promoted during the year

NATIONAL BUREAU OF STANDARDS  
TIME IN GRADE OF PROFESSIONAL STAFF  
MAY 31, 1961

GRADE	NUMBER PROF. STAFF	MEAN TIME IN GRADE	
		YEARS	MONTHS
GS-7	93	2	10
GS-9	143	2	7
GS-11	174	2	9
GS-12	234	3	2
GS-13	200	2	10
GS-14	109	3	2
GS-15	83	3	3

NATIONAL BUREAU OF STANDARDS  
 TIME IN GRADE OF PROFESSIONAL STAFF

Report No. 032 - Boulder

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COVERAGE.....Boulder only. Separate report for Washington.  
                   Includes:  
                   Professional staff GS-5 to GS-15 inclusive  
                   Excludes:  
                   Part-time           Post-Doctoral Research Fellows  
                   WAE                Temporary limited employees  
                   Students           WOCs  
                   Faculty  
 FREQUENCY.....Annual. Data as of December 31.

PREPARED FOR.....Boulder Administrative Council

RELATED REPORT.....031, Time in grade of professional employees  
   promoted during the year

NATIONAL BUREAU OF STANDARDS  
TIME IN GRADE OF PROFESSIONAL STAFF  
MAY 31, 1961

GRADE	NUMBER PROF. STAFF	MEAN TIME IN GRADE	
		YEARS	MONTHS
GS-7	59	1	5
GS-9	68	1	6
GS-11	93	2	2
GS-12	75	2	2
GS-13	54	2	3
GS-14	34	1	11
GS-15	21	2	2



NATIONAL BUREAU OF STANDARDS  
ANNUAL REPORT ON GEOGRAPHIC DISTRIBUTION  
OF FEDERAL CIVILIAN EMPLOYMENT

Report No. 035

COVERAGE.....Washington and Boulder  
Includes:

All employees paid last month of calendar year

FREQUENCY.....Annual

PREPARED FOR.....Department of Commerce

NATIONAL BUREAU OF STANDARDS  
ANNUAL REPORT ON GEOGRAPHIC DISTRIBUTION  
OF FEDERAL CIVILIAN EMPLOYMENT  
NOVEMBER 30, 1960

LOCATION	TOTAL	CLASS. ACT	WAGE BOARD
ALL AREAS	3452	2943	475
B TERR POS	1	1	0
B3 PANAMA	0	0	0
B4 PUERT RIC	1	1	0
C FOREIGN	20	20	0
	0	0	0
	0	0	0
TOTAL US	3431	2922	475
F1 ALASKA	10	9	1
F11 ANCHRG	6	6	0
E1 CALIF	9	9	0
E11 SFRAN CO	5	5	0
E12 RIVER CO	1	1	0
E13 ALAMD CO	0	0	0
E14 SCLAR CO	0	0	0
E2 COLO	1014	842	168
E21 DENVR CO	7	7	0
E22 BOLDR CO	1006	834	168
D1 DC	2347	2015	302
E0 GEORGIA	0	0	0
G1 HAWAII	5	5	0
E3 ILLINOIS	8	6	2
E31 MASON CO	5	4	1
E4 MARYLAND	6	4	2
D3 P GEO CO	6	4	2
E5 MASS	2	2	0
E51 BOSTON	1	1	0
E6 NEW YORK	0	0	0
E7 PENNA	3	3	0
E71 LEHI CO	3	3	0
EC UTAH	1	1	0
EC1 SLAKE CO	1	1	0
E8 VIRGINIA	15	15	0
D2 FARFX CO	14	14	0
E9 WASH	10	10	0
EA WISCONSIN	0	0	0
EB WYOMING	1	1	0

NATIONAL BUREAU OF STANDARDS  
ANNUAL REPORT ON GEOGRAPHIC DISTRIBUTION  
OF FEDERAL CIVILIAN EMPLOYMENT  
Report No. 035S

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COVERAGE.....Washington and Boulder  
Includes:

Employees in geographic locations not in the  
stored table on the NBS 035.

FREQUENCY.....Annual

PREPARED FOR.....Department of Commerce

SOURCE FOR.....Additional entries by county for preparing report  
NBS 035 for submission on the prescribed form.

NBS 0355 NATIONAL BUREAU OF STANDARDS  
 SUPPLEMENT TO REPORT ON GEOGRAPHIC DISTRIBUTION  
 APRIL 30, 1961

PAGE 1

NOTE--EMPLOYEES LISTED HERE HAVE BEEN  
 TALLIED INTO A MAJOR AREA BUT DO  
 NOT SHOW A COUNTY BREAKDOWN.

DIV.- SECT.	EMP. NO.	NAME	FT/PT WAE	DUTY STA.	GRADE
02.01	14610		WAE	E1	GS-07B
02.01	14700		FT	E1	GS-11F
02.01	20745		PT	E1	GS-02B
02.01	56760		FT	E1	GS-12F
02.06	30880		FT	E3	GS-07B
02.06	35010		FT	E3	GS-08G
02.06	36060		WAE	E3	W -052

NATIONAL BUREAU OF STANDARDS  
OFFICIAL REGISTER

Report No. 040

Note: The requirement for this report was discontinued after the report had been programmed.  
The format is shown here in the event that this report might be needed for other purposes.

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COVERAGE.....Washington and Boulder  
Includes Section Chiefs and above

FREQUENCY.....As required

DIVISION SECTION	NAME	ADMINISTRATIVE TITLE	SALARY
01.00	CHESTER H PAGE	DIVISION CHIEF	
01.01	JAMES L THOMAS	SECTION CHIEF	
01.02	WALTER J HAMER	SECTION CHIEF	
01.03	FRANCIS W DEFFANDORF	SECTION CHIEF	
01.04	IRVIN L COOTER	SECTION CHIEF	
01.05	JOHN D HOFFMAN	SECTION CHIEF	
02.00	ALVIN G MCNISH	DIVISION CHIEF	
02.01	LOUIS E RABROW	SECTION CHIEF	
02.02	FRANCIS F WASHER	SECTION CHIEF	
02.03	CALVIN S MCCAMY	SECTION CHIEF	
02.04	BENJAMIN L PAGE	SECTION CHIEF	
02.05	IRVIN H FULLMER	SECTION CHIEF	
03.00	CHARLES W BECKETT	ASST. DIVISION CHIEF	
03.00	CHARLES M HERZFELD	DIVISION CHIEF	
03.01	JAMES F SWINDELLS	SECTION CHIEF	
03.02	DEFOE C GINNINGS	SECTION CHIEF	
03.03	RALPH P HUDSON	SECTION CHIEF	
03.07	JOSEPH HILSEN RATH	SECTION CHIEF	
03.08	MELVILLE S GREEN	SECTION CHIEF	
04.00	LAURISTON S TAYLOR	DIVISION CHIEF	
04.01	HAROLD O WYCKOFF	SECTION CHIEF	
04.02	WILFRID R MANN	SECTION CHIEF	
04.03	LEWIS V SPENCER	SECTION CHIEF (ACTING)	
04.04	H WILLIAM KOCH	SECTION CHIEF	
04.05	SCOTT W SMITH	SECTION CHIEF	
04.06	LOUIS COSTRELL	SECTION CHIEF	
04.07	RANDALL S CASWELL	SECTION CHIEF	
05.00	RALFIGH GILCHRIST	SECTION CHIEF	
05.00	H STEFFEN PEISER	SECTION CHIEF	
05.01	FRANK L HOWARD	SECTION CHIEF	
05.02	BOURDON F SCRIBNER	SECTION CHIEF	
05.03	ROGER G RATES	SECTION CHIEF	
05.04	JOHN L HAGUE	SECTION CHIEF	
05.05	JOHN R TAYLOR	SECTION CHIEF	
06.00	BRUCE WILSON	DIVISION CHIEF	
06.01	RICHARD K COOK	SECTION CHIEF	
06.02	DANIEL P JOHNSON	SECTION CHIEF	
06.03	CHARLES T COLLETT	SECTION CHIEF (ACTING)	
06.03	GALFN R SCHURAUER	SECTION CHIEF	
06.04	LAFAYETTE K IRWIN	SECTION CHIEF	
06.05	ROBERT S MARVIN	SECTION CHIEF	



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COVERAGE.....Washington only. Separate report for Boulder.  
Includes:  
1. Employees with 15, 25, 30, 35, 40, and 50  
years service  
2. Employees who may be eligible for retirement

FREQUENCY.....Annual. Data as of December 31.

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
LENGTH OF SERVICE AWARDS AND RETIREMENT  
APRIL 30, 1961

DIVISION- SECTION	NAME	GRADE	TITLE	YRS. OF SERVICE	SERVICE COMPU- TATION DATE	DATE OF BIRTH	A G E 64-69 OVER 69
06.03		GS-12F	AERONAUTICAL RES ENG			01-14-94	X
06.03		GS-11F	PHYSICIST	15	08-18-46		
06.04		GS-13B	PHYSICIST	15	02-20-46		
06.04		GS-04G	LABORATORY GEN MECH			10-15-93	X
06.04		GS-12C	PHYSICIST	35	12-17-26		
06.04		GS-07F	PHYSICAL SCIENCE TECH	15	10-17-46		
06.08		GS-12F	AERO PWR PLANT RES ENG	25	09-09-36		
07.00		GS-05G	ADMINISTRATIVE CLERK			03-05-96	X
07.00		GS-09G	FISCAL AIDE			06-18-91	X
07.00		***	PHYS SCI ADMINISTRATOR	35	07-31-26		
07.00		GS-07Y	ADMINISTRATIVE ASST			06-15-92	X
07.00		GS-13F	CHEMIST	25	02-09-36		
07.01		GS-13F	TECHNOLOGIST	25	08-01-36		
07.03		GS-11E	TECHNOLOGIST			04-27-93	X
07.03		GS-11F	CHEMIST	15	12-30-46		
07.03		GS-05E	LABORATORY GEN MECH	15	11-18-46		
07.03		GS-13F	SUPR CHEMIST	25	09-08-36		
07.03		GS-09E	PHYSICAL SCI TECH	35	09-14-26		
07.05		GS-13B	SUPVR CHEMIST	15	06-15-46		
07.05		GS-09G	LAB GEN MECHANIC	30	07-08-31		
07.06		GS-15C	SUPR CHEMIST	15	07-29-46		
07.07		GS-09Y	PHYSICIST	35	01-08-26		
07.08		GS-13F	CHEMIST	15	05-21-46		
08.00		***	PHYSICAL SCIENCE ADMR			10-26-93	X
08.01		GS-15E	AERO/ SW/ RES ENGR			01-22-97	X
08.01		GS-14C	PHYSICIST	25	02-17-36		
08.01		GS-11F	PHYSICAL METALLURGIST	25	03-31-36		
08.02		GS-12F	PHYSICAL METALLURGIST	25	02-05-95		X
08.03		GS-07Y	PHYSICAL METALLURGIST	25	06-05-96		X
08.03		GS-15C	SUPV/PHYS/METALLURGIST	25	06-08-36		
08.03		GS-14F	SUPV PHYSICIST	35	06-11-26		
08.04		GS-09E	MATERIALS ENGINEER	15	01-17-46		
08.06		GS-11B	CHEMIST	25	11-23-36		
09.00		***	CONSULTANT			01-16-87	X
09.00		GS-05G	CERAMIC WORKER			07-29-94	X
09.00		***	CONSULTANT			02-21-95	X
09.00		GS-09G	PHYSICIST	25	04-21-36		
09.01		GS-11F	CHEMIST	15	01-28-46		
09.01		GS-13A	PHYSICIST	25	05-31-36		
09.02		GS-12F	PHYSICIST	15	05-28-46		
09.02		GS-07F	PHYS SCI TECHNICIAN			01-06-97	X

NATIONAL BUREAU OF STANDARDS  
FLAGGING FOR LENGTH OF SERVICE AWARDS AND RETIREMENT  
Report No. 041 - Boulder

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COVERAGE.....Boulder only. Separate report for Washington.  
Includes:  
1. Employees with 15, 25, 30, 35, 40, and 50  
years service  
2. Employees who may be eligible for retirement

FREQUENCY.....Annual. Data as of December 31.

PREPARED FOR.....Personnel Section, Boulder

NATIONAL BUREAU OF STANDARDS  
FLAGGING FOR LENGTH OF SERVICE AWARDS AND RETIREMENT  
APRIL 30, 1961

DIVISION-SECTION	NAME	GRADE	TITLE	YRS. OF SERVICE	SERVICE COMPUTATION DATE	DATE OF BIRTH	AGE 64-69	OVER 69
84.00		GS-07G	PHYSICIST			01-11-83		X
84.00		GS-09E	ENGINEERING TECH	15	06-02-46			
84.00		GS-14C	PHYSICIST	25	04-13-36			
84.00		GS-15C	SUPV PHYSICIST			09-05-94	X	
84.00		GS-12D	PHYSICIST			03-29-96	X	
84.00		GS-12C	CHEMIST	15	05-09-46			
84.00		GS-12F	ELECTRONIC ENGR	30	08-28-31			
84.00		GS-07A	PHYS SCI TECH			03-07-97	X	
84.00		W -133	ELECTRICIAN	40	03-08-21			
84.00		GS-09G	TECHNOLOGIST	25	02-16-36			
84.00		GS-13X	ELECTRICAL ENGINEER			04-08-93	X	
84.00		GS-13F	PHYSICIST	35	08-02-26			
84.00		GS-12D	CHEMIST	30	05-21-31			
84.10		GS-13F	SUPERVISORY PHYSICIST			07-17-94	X	
84.10		GS-15E	SUPERVISORY PHYSICIST			12-20-95	X	
84.20		GS-13F	PHYSICIST	30	02-02-31			
84.20		GS-14F	PHYSICIST	30	09-08-31			
84.20		GS-12F	SUPERVISORY PHYSICIST	15	07-02-46			
84.20		GS-05G	PHYSICAL SCIENCE TECH			09-22-88	X	
84.30		GS-03G	PHYSICAL SCIENCE AID			01-20-95	X	
84.30		**--***	EXPERT			06-07-96	X	
84.30		GS-15C	PHYSICIST			04-01-90	X	
84.30		GS-15C	PHYSICIST			07-24-95	X	
84.30		**--***	CONSULTANT					
84.30		GS-15C	SUPERVISORY PHYSICIST	30	03-25-31			
84.30		GS-06G	ADMIN CLERK	15	07-12-46			
84.30		GS-06G	ADMINISTRATIVE AID	25	05-03-36			
84.30		GS-09F	FISCAL AID	25	04-08-36			
84.40		GS-12D	PHYSICIST	15	02-29-46			
84.40		GS-12F	PHYSICIST	35	06-21-26			
84.40		GS-06G	CLERK	25	08-29-36			
84.50		GS-12B	PHYSICIST	15	08-06-46			
84.50		GS-12D	ELECTRONIC ENGINEER	15	06-11-46			
84.50		**--***	CONSULTANT			06-22-92	X	
84.50		GS-05C	CLERK	15	04-18-46			
84.50		GS-15C	SUPV CHEMIST	30	02-02-31			
84.50		GS-11F	CHEMIST	15	10-14-46			
84.50		GS-11F	CHEMIST	15	02-15-46			
84.50		GS-13B	CHEMIST	30	01-27-31			
84.50		GS-09Y	CHEMIST			11-10-92	X	
84.50		GS-14F	SUPERVISORY CHEMIST			01-08-93	X	
84.50		GS-15E	PHYSICIST	15	08-07-46			
84.50		GS-12F	ELECTRONIC ENGINEER	15	06-26-46			
84.50		GS-11C	PHYSICIST	30	03-24-31			
84.50		GS-14A	PHYSICIST	15	06-14-46			
84.50		GS-13B	PHYSICIST	15	06-23-46			
84.50		GS-12D	PHYSICIST			01-21-95	X	
84.80		GS-13F	MECHANICAL ENGINEER	25	06-31-36			
84.80		GS-12F	CHEMIST	25	07-20-36			
84.80		GS-13F	SUPV HYDRAULIC ENG					

NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE TURNOVER STATISTICS BY GRADE  
 VOLUNTARY SEPARATIONS  
 Report No. 042

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COVERAGE.....Washington only. Separate report for Boulder  
 Includes:  
 All employees who separated voluntarily (quit or  
 transferred)  
 Excludes:  
 Part-time Post-doctoral Research Fellows  
 WAE Temporary limited  
 Students WOC's  
 Faculty

FREQUENCY.....Annual. Cumulative data to December 31

PREPARED FOR.....Bureau Personnel Committee

REPLACES REPORT ENTITLED...Personnel Statistics

NBS 042

NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE-TURNOVER-STATISTICS-BY-GRADE  
 VOLUNTARY SEPARATIONS  
 DECEMBER 31, 1960

GRADE	PROFESSIONAL	SUB- PROFESSIONAL	WAGE BOARD	ADMIN.- CLERICAL	TOTAL
-------	--------------	----------------------	---------------	---------------------	-------

1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	0	0
4	0	1	0	0	1
5	1	0	0	0	1
6	0	0	0	0	0
7	0	0	0	2	2
8	0	0	0	0	0
9	1	0	0	0	1
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
13	0	0	0	0	0
14	0	0	0	0	0
15	0	0	0	0	0
16	0	0	0	0	0
17	0	0	0	0	0
18	0	0	0	0	0
TOTAL	2	1	0	2	5

AVG. NO. OF  
EMPLOYEES

175	57	50	87	369
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PERCENT  
TURNOVER

1.14	1.75	.00	2.29	1.35
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NATIONAL BUREAU OF STANDARDS  
EMPLOYEE TURNOVER STATISTICS BY GRADE  
VOLUNTARY SEPARATIONS

Report No. 042 - Boulder

COVERAGE.....Boulder only. Separate report for Washington.

Includes:

All employees who separated voluntarily (quit or transferred)

Excludes:

Part-time

WAE

Students

Faculty

Post-Doctoral Research Fellows

Temporary limited

WOCs

FREQUENCY.....Annual. Cumulative data to December 31.

PREPARED FOR.....Boulder Administrative Council

REPLACES REPORT ENTITLED.....Turnover Statistics (Boulder)

NBS 042 BOULDER NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE TURNOVER STATISTICS BY GRADE  
 VOLUNTARY SEPARATIONS  
 DECEMBER 31, 1960

GRADE	PROFESSIONAL	SUB- PROFESSIONAL	WAGE BOARD	ADMIN.- CLERICAL	TOTAL
1	0	0	0	0	0
2	0	0	0	0	0
3	0	0	0	2	2
4	0	0	0	0	0
5	0	0	0	0	0
6	0	0	0	0	0
7	0	1	0	0	1
8	0	0	0	0	0
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
13	0	0	0	0	0
14	0	0	0	0	0
15	0	0	0	0	0
16	0	0	0	0	0
17	0	0	0	0	0
18	0	0	0	0	0
TOTAL	0	1	0	2	3

AVG. NO. OF EMPLOYEES	71	26	28	32	157
PERCENT TURNOVER	.00	3.84	.00	6.25	1.91

NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE TURNOVER STATISTICS BY DIVISION  
 VOLUNTARY SEPARATIONS  
 Report No. 043

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COVERAGE.....Washington only. Separate report for Boulder  
 Includes:  
 All employees who separated voluntarily (quit or  
 transferred)  
 Excludes:  
 Part-time Post-Doctoral Research Fellows  
 WAE Temporary limited  
 Students WOC's  
 Faculty

FREQUENCY.....Annual. Cumulative data through December  
 PREPARED FOR.....Bureau Personnel Committee  
 REPLACES REPORT ENTITLED...Personnel Statistics

NBS 043

NATIONAL BUREAU OF STANDARDS  
EMPLOYEE TURNOVER STATISTICS BY DIVISION  
VOLUNTARY SEPARATIONS  
DECEMBER 31, 1960

DIVISION	PROFESSIONAL	SUB- PROFESSIONAL	WAGE BOARD	ADMIN., CLERICAL	TOTAL
1	0	0	0	0	0
2	1	0	0	0	1
3	0	0	0	0	0
4	0	0	0	0	0
5	0	0	0	0	0
6	1	0	0	0	1
7	0	0	0	0	0
8	0	1	0	0	1
9	0	0	0	0	0
10	0	0	0	0	0
11	0	0	0	0	0
12	0	0	0	0	0
13	0	0	0	0	0
14	0	0	0	0	0
15	0	0	0	0	0
30	0	0	0	0	0
32	0	0	0	0	0
34	0	0	0	1	1
40	0	0	0	0	0
41	0	0	0	0	0
42	0	0	0	0	0
43	0	0	0	0	0
44	0	0	0	1	1
45	0	0	0	0	0
46	0	0	0	0	0
47	0	0	0	0	0
50	0	0	0	0	0
TOTALS	2	1	0	2	5

NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE TURNOVER STATISTICS BY DIVISION  
 VOLUNTARY SEPARATIONS

Report No. 043 -- Boulder

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COVERAGE.....Boulder only. Separate report for Washington.  
 Includes:  
     All employees who separated voluntarily (quit or transferred)  
 Excludes:  
     Part-time                      Post-Doctoral Research Fellows  
     WAE                              Temporary limited  
     Students                        WOCs  
     Faculty

FREQUENCY.....Annual. Cumulative data through December.

PREPARED FOR.....Boulder Administrative Council

REPLACES REPORT ENTITLED.....Turnover Statistics (Boulder)

NBS 043 BOULDER NATIONAL BUREAU OF STANDARDS  
 EMPLOYEE TURNOVER STATISTICS BY DIVISION  
 VOLUNTARY SEPARATIONS  
 DECEMBER 31, 1960

DIVISION	PROFESSIONAL	SUB- PROFESSIONAL	WAGE BOARD	ADMIN.- CLERICAL	TOTAL
79	0	0	0	0	0
80	0	0	0	1	1
81	0	0	0	0	0
82	0	0	0	0	0
83	0	0	0	0	0
84	0	1	0	1	2
85	0	0	0	0	0
87	0	0	0	0	0
TOTALS	0	1	0	2	3



NATIONAL BUREAU OF STANDARDS  
 PROFESSIONAL PERSONNEL STATISTICS  
 NBS-BOULDER

Report No. 044

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COVERAGE.....	Boulder only
	Excludes:
	WOCs
FREQUENCY.....	Annual. Data as of March 31.
PREPARED FOR.....	Boulder Administrative Council
SOURCE DATA FOR.....	Statistical analysis of Boulder personnel

NATIONAL BUREAU OF STANDARDS  
PROFESSIONAL PERSONNEL STATISTICS  
MARCH 31, 1961

DIV.- SECT.	NAME	DATE OF BIRTH	GRADE	POSITION TITLE	FT/PT WAE	DATE LAST PROMOTION
79.00		07-02-08	*****	PHYSICAL SCIENCE ADMR	FT	08-29-58
79.00		01-18-29	*****	CONSULTANT	WAE	
79.10		03-23-19	GS-14F	PHYSICIST	FT	03-25-56
79.25		12-13-09	GS-11B	LIBRARIAN	FT	07-27-58
79.25		03-19-09	GS-09B	LIBRARIAN	FT	02-05-61
79.25		07-19-06	GS-09C	LIBRARIAN	FT	07-27-58
79.30		11-10-33	GS-07G	MATHEMATICIAN	FT	
79.30		03-28-31	GS-07G	MATHEMATICIAN	FT	
79.30		12-09-30	GS-07G	MATHEMATICIAN	FT	
79.30		10-22-28	GS-07G	MATHEMATICIAN	PT	
79.30		03-19-33	GS-09B	MATHEMATICIAN	FT	
79.30		10-18-33	GS-11D	MATHEMATICIAN	FT	
79.30		02-08-30	GS-11A	MATHEMATICIAN	FT	02-19-61
79.30		11-18-26	GS-07G	MATHEMATICIAN	FT	11-27-60
79.30		03-26-30	GS-11C	MATHEMATICIAN	WAE	
79.30		11-18-39	GS-05G	MATHEMATICIAN	FT	
79.30		12-27-19	GS-15B	MATHEMATICIAN	FT	
79.30		10-18-32	GS-13A	MATHEMATICIAN	FT	
79.40		06-19-20	GS-13B	PHYSICIST	FT	03-19-61
79.50		09-15-16	GS-15B	MATH STATISTICIAN	FT	05-29-60
79.50		04-19-28	GS-12C	MATH STATISTICIAN	FT	09-04-60
79.60		01-18-33	GS-07G	PHYSICIST	FT	06-12-60
79.60		04-02-25	GS-15A	PHYSICIST	WAE	
79.60		05-12-21	GS-14F	PHYSICIST	WAE	
79.60		11-03-36	GS-05G	ASTRONOMER	FT	
79.60		03-03-21	GS-15E	PHYSICIST	FT	
79.70		09-13-33	GS-07G	MATHEMATICIAN	WAE	06-28-59
79.70		07-20-33	GS-11C	MATHEMATICIAN	FT	01-10-60
79.70		08-02-29	GS-09C	MATHEMATICIAN	FT	07-09-60
79.70		01-23-24	GS-15B	PHYSICIST	FT	01-25-59
80.30		08-03-13	GS-07B	OCC HEALTH NURSE	FT	
80.50		02-25-58	GS-13Y	GENERAL ENGINEER	FT	01-25-48
80.50		11-30-05	*****	CONSULTANT	WAE	
80.50		08-26-04	GS-09G	CIVIL ENGINEER	FT	
80.50		07-17-30	GS-12F	GENERAL ENGINEER	WAE	
80.50		01-01-26	GS-12A	SUPV MECH ENGINEER	FT	
81.00		06-30-20	GS-11F	MECHANICAL ENGINEER	FT	
81.00		09-20-04	GS-13C	PHYSICIST	FT	
81.00		10-11-31	GS-09C	MECHANICAL ENGINEER	WAE	
81.00		11-23-34	GS-05G	CHEMIST	WAE	
81.00		12-06-87	GS-13F	CHEMIST	PT	
81.00		12-22-22	GS-07G	CHEMIST	FT	
81.00		07-13-32	GS-07G	PHYSICIST	FT	
81.00		04-17-02	*****	SUPERVISORY PHYSICIST	FT	08-29-58
81.00		07-25-18	GS-09A	PHYSICIST	FT	
81.00		08-22-24	GS-13B	SUPV MECHANICAL ENG	FT	07-09-60
81.00		05-24-30	GS-05G	CHEMICAL ENGINEER	FT	

NATIONAL BUREAU OF STANDARDS  
INCREASED INHIRING RATES

Report No. 045

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COVERAGE.....Washington only  
Includes:  
Specified series, grades GS-5 to GS-17

FREQUENCY.....Annual

PREPARED FOR.....Department of Commerce

NATIONAL BUREAU OF STANDARDS  
INCREASED HIRING RATES  
MARCH 31, 1961

SERIES	GRADE RANGES		
	GS-05 - GS-07	GS-09 - GS-11	GS-12 - GS-17
801	1	5	17
803	0	0	2
804	0	1	1
806	1	6	14
808	0	0	1
810	0	0	0
812	0	3	2
813	0	1	2
830	8	9	25
834	0	0	3
850	0	4	11
855	8	20	56
861	0	1	8
892	1	6	9
893	0	0	1
894	0	1	0
899	0	0	0
1221	0	0	0
1301	0	0	10
1310	86	134	263
1312	0	1	0
1320	49	107	168
1321	8	2	15
1330	0	0	0
1340	0	0	0
1390	0	10	5
1520	18	19	38

NATIONAL BUREAU OF STANDARDS  
INCREASED INHIRING RATES

Report No. 045 - Boulder

COVERAGE.....Boulder only

Includes:

Specified series, grades GS-5 to GS-17

FREQUENCY.....Annual

PREPARED FOR.....Department of Commerce

SERIES	GRADE RANGES		
	GS-05 - GS-07	GS-09 - GS-11	GS-12 - GS-17
801	1	0	2
803	0	0	0
804	0	0	0
806	0	0	0
808	0	0	0
810	0	1	0
812	0	0	0
813	0	0	0
830	4	10	15
834	0	0	0
850	0	1	1
855	21	58	57
861	0	0	0
892	0	0	0
893	3	6	4
894	0	0	0
899	0	0	0
1221	0	0	0
1301	0	0	2
1310	35	78	101
1312	0	0	0
1320	3	2	4
1321	0	3	0
1330	1	0	1
1340	0	3	1
1390	0	0	0
1520	40	21	9



NATIONAL BUREAU OF STANDARDS  
OCCUPATIONS OF FEDERAL EMPLOYEES  
GS EMPLOYEES

Report No. 047

COVERAGE.....Washington and Boulder  
Includes:

All full-time employees

FREQUENCY.....Annual. Data as of October 31.

PREPARED FOR.....Department of Commerce, which transmits to CSC

NATIONAL BUREAU OF STANDARDS  
PART I OCCUPATIONS OF FEDERAL EMPLOYEES  
OCTOBER 31, 1960

SERIES	GRADE	WASH. DC METRO. AREA	ALASKA	HAWAII	OTHER STATES
TOTAL	GS	1931			768
010	GS-05	3			3
010	GS-07	7			0
010	GS-09	4			2
010	GS-11	5			2
010	GS-12	2			1
010	GS-13	1			0
010	GS-14	1			0
015	GS-11	5			0
015	GS-13	2			0
015	GS-15	1			0
031	GS-05	1			0
056	GS-07	0			1
081	GS-04	2			0
081	GS-05	1			0
085	GS-03	2			7
085	GS-04	11			1
085	GS-05	6			0
085	GS-06	3			0
085	GS-08	1			0
180	GS-12	1			0
201	GS-05	0			1
201	GS-11	1			0
201	GS-12	4			0
201	GS-13	1			0
201	GS-14	1			1
203	GS-04	2			1
203	GS-05	9			1
203	GS-06	1			1
203	GS-09	1			1
211	GS-04	1			1
212	GS-06	2			0
212	GS-07	2			0
212	GS-08	2			1
212	GS-09	1			0
2001	GS-11	2			2
2001	GS-12	1			0
2001	GS-13	1			0
2001	GS-14	1			1
2020	GS-04	1			0
2020	GS-05	1			2
2040	GS-03	0			1
2040	GS-04	4			2
2040	GS-05	3			0
2040	GS-06	1			0
2040	GS-07	0			1
2040	GS-09	1			0
2050	GS-04	1			0
2050	GS-07	1			0
2050	GS-11	1			0
2090	GS-06	1			0
2101	GS-04	1			0
2101	GS-05	1			0
2101	GS-07	0			1

NATIONAL BUREAU OF STANDARDS  
OCCUPATIONS OF FEDERAL EMPLOYEES  
WAGE BOARD  
Report No. 047

COVERAGE.....Washington and Boulder  
Includes:  
All full-time employees

FREQUENCY.....Annual. Data as of Oct. 31.

PREPARED FOR.....Department of Commerce, which transmits to CSC

177

NATIONAL BUREAU OF STANDARDS  
LISTING FOR KARDEX CHECK

Report No. 051

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COVERAGE.....Washington only. Separate report for Boulder (026)  
Includes:

All Washington employees

FREQUENCY.....Data as of Nov. 30

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
 LISTING FOR KARDEX CHECK  
 JULY 31, 1961

DIV.- SECT.	GRADE	SERIES	EMPL. NO.	NAME	POSITION TITLE	OPTION	POS. NO.	C		DATE	
								FT	DUTY		
								WAE	STA	STU- N	LAST APPT PSI
01.03	GS-04B	01311	45080		PHYSICAL SCIENCE AID	PHYSICS	H0248	FT	D1	Y	062561
01.03	GS-05A	00318	45513		SECRETARY	TYPING	K0776	FT	D1	Y	101600
01.03	GS-07G	01310	17317		PHYSICIST		J0062.1	FT	D1	Y	062161
01.03	GS-07G	01310	28470		PHYSICIST		J0062	FT	D1	Y	061300
01.03	GS-07B	01311	28245		PHYS SCI TECH	PHYSICS	K0276	FT	D1	Y	043061
01.03	GS-09G	00856	04380		ELECTRO DEVL P TECH	INSTRUM	J0755	FT	D1	Y	021961
01.03	GS-09E	01610	02445		LAB GEN MECH		G0838	FT	D1	Y	121160
01.03	GS-09F	01610	42660		LAB GEN MECH		H0267	FT	D1	Y	043061
01.03	GS-11F	00855	54023		ELECTRONIC ENGINEER	INSTRUM	J0079	FT	D1	Y	122957
01.03	GS-11C	01310	23760		PHYSICIST	EL MAG	K0279	FT	D1	Y	090160
01.03	GS-11F	01310	40200		PHYSICIST	EL MAG	H0372	FT	D1	Y	122957
01.03	GS-11C	01310	66960		PHYSICIST	EL MAG	K0277	FT	D1	Y	090160
01.03	GS-12C	00850	48550		ELECTRICAL ENGINEER	EQUIPMENT	L0250	FT	D1	Y	S
01.03	GS-12X	00850	58575		ELECTRICAL ENG		D0486	FT	D1	Y	010661
01.03	GS-12F	00850	60900		ELECTRICAL ENG		H0883	FT	D1	Y	122957
01.03	GS-12F	00855	12060		ELECTRONIC ENGR	INSTRUMENT	G0402	FT	D1	Y	122957
01.03	GS-12F	01310	17130		PHYSICIST	EL MAG	H0884	FT	D1	Y	011250
01.03	GS-13F	00850	47920		ELECTRICAL ENGINEER	EQUIPMENT	K0176	FT	D1	Y	071550
01.03	GS-14C	00850	27420		ELECTRICAL ENG	GENERAL	J0400	FT	D1	Y	010661
01.03	GS-14F	01310	46890		PHYSICIST	EL MAG	I0199	FT	D1	Y	042050
01.03	GS-15E	00855	58950		ELECTRONIC ENGINEER	GENERAL	K0432	FT	D1	Y	122957
01.03	GS-15C	01310	15150		SUPV PHYSICIST	EL MAG	I0553	FT	D1	Y	032060
01.03	GS-15B	01310	25860		PHYSICIST	EL MAG	K0215	FT	D1	Y	040300
01.03	W -073	02805	06510		ELECTRICIAN		H0621	FT	D1	Y	
01.03	W -133	02805	62190		ELECTRICIAN		H0619	FT	D1	Y	



NATIONAL BUREAU OF STANDARDS  
ALIENS ON ROLLS

Report No. 052

COVERAGE.....Washington and Boulder  
Excludes:  
WOCs

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....The Director

NATIONAL BUREAU OF STANDARDS  
ALIENS ON ROLLS  
APRIL 30, 1961

PAGE 1

DIV.- SECT.	NAME	GRADE	POSITION TITLE	SALARY	EOD DATE	TYPE OF APPOINTMENT		
						EXC LIM	TEMP LIM	TEMP PER
03.00		**--***	CONSULTANT	50.00	03-22-61	X		
03.00		**--***	CONSULTANT	50.00	03-20-61	X		
03.00		**--***	CONSULTANT	50.00	03-20-61	X		
03.00		**--***	CONSULTANT	50.00	03-21-61	X		
03.00		**--***	CONSULTANT	50.00	03-21-61	X		
03.00		**--***	CONSULTANT	50.00	03-16-61	X		
03.03		**--***	CONSULTANT	40.00	12-12-60	X		
03.07		**--***	CONSULTANT	45.00	06-11-59	X		
04.02		GS-12A	PHYSICIST	08955	09-01-60		X	X
04.05		GS-12F	PHYSICIST	10255	08-26-57			X
05.00		GS-14B	PHYSICIST	12470	04-15-57			X
05.03		GS-14A	CHEMIST	12210	02-03-61		X	
08.05		GS-12A	PHYSICIST	08955	11-29-60			X
09.02		GS-13F	CHEMIST	11935	02-01-58			X
09.03		GS-13C	PHYSICIST	11155	07-21-52			X

NATIONAL BUREAU OF STANDARDS  
WHITTEN REPORT

Report No. 061

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COVERAGE.....Washington and Boulder  
Includes:  
Full-time, GS employees only  
Excludes:  
LWOPs

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....Department of Commerce

GRADE	NO. IN EACH GRADE	PERCENT IN EACH GRADE	TOTAL OF GRADE NUMBERS
1	0	.00	0
2	60	2.17	120
3	137	4.96	411
4	200	7.24	800
5	279	10.10	1395
6	108	3.91	648
7	334	12.10	2338
8	46	1.66	368
9	373	13.51	3357
10	18	.65	180
11	321	11.63	3531
12	348	12.60	4176
13	270	9.78	3510
14	155	5.61	2170
15	109	3.94	1635
16	1	.03	16
17	0	.00	0
18	1	.03	18
TOTAL	2760		24673

AVERAGE GS GRADE 8.93

NATIONAL BUREAU OF STANDARDS  
 DETAIL OF PERSONAL SERVICES  
 PL 313 LIST

Report No. 062

-----

COVERAGE.....Washington and Boulder  
 Includes:  
 All full-time permanent ungraded positions filled  
 at any time during the fiscal year.

FREQUENCY.....Annual as of June 30.

PREPARED FOR.....Bureau of the Budget

SOURCE FOR.....Preparation of final report by the Budget Division

NRS 062

NATIONAL BUREAU OF STANDARDS  
DETAIL OF PERSONAL SERVICES  
JUNE 30, 1961

## PL 313 LIST

DIV.- SECT.	EMP. NO.	POSITION TITLE	OPTION	POS. NO.	SERIES	SALARY COST
02.00	41370	SUPV PHYSICIST	GENERAL	K0334	0000	16016
03.00	27450	PHYS. SCI. ADMIN.		J0502	0000	16016
03.00	45130	CONSULTANT		J0077	0000	11606
04.00	61380	SUPR PHYSICIST	GENERAL	K0060	0000	16016
04.11	33720	PHYSICIST	GENERAL	I0405	0000	16016
07.00	33540	PHYS SCI ADMINISTRATOR		I0524	0000	16016
08.00	28290	PHYSICAL SCIENCE ADMR		I0407	0000	16016
30.00	18960	PHYSICIST	GENERAL	K0236	0000	16515
30.00	29760	PHYSICAL SCIENCE ADMR		I0404	0000	18013
30.20	41400	PHYSICAL SCIENCE ADMR		I0406	0000	17514
30.30	66840	PHYSICAL SCIENCE ADMR		I0418	0000	17514
30.40	54690	PHYSICAL SCIENCE ADMR		I0408	0000	17514
79.00	81224	PHYSICAL SCIENCE ADMR		I0239	0000	17514
81.00	87578	SUPERVISORY PHYSICIST	GENERAL	I0240	1310	16016
81.00	87803	CONSULTANT		J0160	0000	11700
82.20	88343	CONSULTANT		I0249	0000	9100
87.70	87110	PHYSICIST	PHYS/ATMOS	I0241	1310	16016



NATIONAL BUREAU OF STANDARDS

DETAIL OF PERSONAL SERVICES

GS-14 to GS-18

Report No. 062

COVERAGE.....	Washington and Boulder
Includes:	
	All full-time permanent positions, <u>GS 14-18</u> ,
	filled at any time during the fiscal year
FREQUENCY.....	Annual as of June 30
PREPARED FOR.....	Bureau of the Budget
SOURCE FOR.....	Preparation of final report by the Budget Division

NATIONAL BUREAU OF STANDARDS  
 DETAIL OF PERSONAL SERVICES  
 JUNE 30, 1961

## GS GRADES 14-18

GRADE	SERIES	NUMBER	TOTAL SALARY
14	10	1	12480
14	201	1	13520
14	201	4	51250
14	241	2	26520
14	210	1	12220
14	260	1	12220
14	602	1	13520
14	801	3	40560
14	806	1	13520
14	820	4	52000
14	824	2	25750
14	850	1	12480
14	855	21	267340
14	892	1	13520
14	905	2	25500
14	1201	5	67600
14	1310	72	933600
14	1312	1	12480
14	1320	26	337580
14	1321	1	12220
14	1390	2	27210
14	1520	6	79040
14	1530	3	39520
14	2001	1	13270
15	10	1	13740
15	15	1	13740
15	201	3	42537

NATIONAL BUREAU OF STANDARDS

DETAIL OF PERSONAL SERVICES

WAGE BOARD

Report No. 062

COVERAGE.....	Washington and Boulder
	Includes:
	All full-time permanent Wage Board positions filled at any time during the fiscal year
FREQUENCY.....	Annual as of June 30
PREPARED FOR.....	Bureau of the Budget
SOURCE FOR.....	Preparation of final report by the Budget Division

NATIONAL BUREAU OF STANDARDS  
DETAIL OF PERSONAL SERVICES  
JUNE 30, 1961

GRADE	NUMBER	TOTAL SALARY
1	32	129381
2	20	86763
3	29	129041
4	30	135998
5	33	153463
6	33	161732
7	28	145001
8	24	127953
9	27	148454
10	43	263711
11	23	138021
12	29	181217
13	17	111502
14	28	191286
15	33	242559
16	0	0
L	0	0
1	0	14060
2	3	4805
3	1	10400
4	2	15288
5	3	16038
6	3	17286
7	3	5928
8	1	6219
9	1	44824
10	7	20154
11	3	6989
12	1	0
13	0	0
14	0	0
15	0	0
16	0	0
S	0	0
1	4	21216
2	4	22859
3	1	6011
4	1	6261
5	1	6552
6	4	27040
7	6	41186
8	5	36920
9	8	59698
10	1	7946
11	1	7821
12	3	24522
13	0	0
14	1	9090
15	0	0
16	1	10005
TOTAL	498	2796100

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COVERAGE.....Washington and Boulder  
Includes:  
All full-time permanent positions, GS 1-13,  
filled at any time during the fiscal year.

FREQUENCY.....Annual as of June 30.

PREPARED FOR.....Bureau of the Budget

SOURCE FOR.....Preparation of final report by the Budget Division

NATIONAL BUREAU OF STANDARDS  
DETAIL OF PERSONAL SERVICES  
JUNE 30, 1961

GS GRADES 1-13		
GRADE	NUMBER	TOTAL SALARY
1	1	3827
2	81	294283
3	239	946352
4	213	1246280
5	354	1776627
6	119	644426
7	467	2882308
8	52	335379
9	442	3086822
10	18	136553
11	374	3109233
12	400	3918160
13	276	3142899

GRAND TOTAL	3923	28389552
AVERAGE GS GRADE		8.47
AVERAGE GS SALARY		7432



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COVERAGE.....Washington and Boulder  
Includes:  
Summaries of man-months during which full-time  
permanent positions were filled during the fiscal  
year.

FREQUENCY.....Annual as of June 30.

PREPARED FOR.....Budget Division

NBS 062

NATIONAL BUREAU OF STANDARDS  
DETAIL OF PERSONAL SERVICES  
JUNE 30, 1961

## MAN-MONTHS

DIV.	MAN-MONTHS			
	GS	MAN	PL 313	WB
1	961		0	48
2	1419		12	0
3	1476		24	12
4	1125		24	0
5	1672		0	0
6	1702		0	0
7	1511		12	0
8	882		12	0
9	1330		0	0
10	1878		0	0
11	1014		0	0
12	1199		0	0
13	952		0	0
14	1312		0	0
15	158		0	0
30	702		60	0
32	96		0	0
34	578		0	3
40	662		0	0
41	441		0	0
42	789		0	813
43	382		0	896
44	743		0	427
45	83		0	0
46	191		0	0
47	44		0	0
50	271		0	1413
79	676		12	0
80	816		0	1748
81	881		16	123
82	1409		3	12
83	1283		0	0
84	2145		0	12
85	1012		0	38
87	1021		12	12
TOTAL	30631		186	5558

NATIONAL BUREAU OF STANDARDS  
PART A REPORT OF WAGE AND SALARY DISTRIBUTION  
A 1, GS-INSIDE WASH. METRO. AREA  
Report No. 063

COVERAGE.....Washington and Boulder  
Includes:

All employees paid in June

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....Department of Commerce who transmits to CSC

NATIONAL BUREAU OF STANDARDS  
REPORT OF WAGE AND SALARY DISTRIBUTION  
TABLE A1, GS - INSIDE WASH. MET. AREA  
MAY 31, 1961

GRAND TOTAL..... 2046  
TOTAL, PT AND WAE.. 95

GRADE	FULL- TIME TOTAL	STEP IN GRADE									
		A	B	C	D	E	F	G	X	Y	Z
1	1951	315	248	254	200	127	372	381	20	25	9
2	0	0	0	0	0	0	0	0	0	0	0
3	39	20	3	3	1	2	0	9	0	0	1
4	76	31	11	10	2	1	3	15	0	3	0
5	124	35	15	6	8	5	11	35	0	4	5
6	202	24	20	17	8	14	16	93	4	4	2
7	83	8	6	8	6	9	16	30	0	0	0
8	222	21	12	16	12	11	16	124	2	7	1
9	28	5	3	4	2	1	5	8	0	0	0
10	255	21	52	19	45	33	14	65	2	4	0
11	17	2	0	1	4	5	3	2	0	0	0
12	217	31	27	44	40	3	70	0	2	0	0
13	270	38	22	47	66	1	89	0	5	2	0
14	210	48	41	34	4	3	76	0	4	0	0
15	120	21	16	25	2	1	53	0	1	1	0
16	86	9	19	20	0	38	0	0	0	0	0
17	1	0	1	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	1	1	0	0	0	0	0	0	0	0	0

NATIONAL BUREAU OF STANDARDS  
PART B REPORT OF WAGE AND SALARY DISTRIBUTION  
B 1, WB-INSIDE WASH. METRO. AREA

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COVERAGE.....Washington and Boulder  
Includes:  
All employees paid in June

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....Department of Commerce who transmits to CSC

NATIONAL BUREAU OF STANDARDS  
REPORT OF WAGE AND SALARY DISTRIBUTION  
TABLE B1, WB - INSIDE WASH. MET. AREA  
MAY 31, 1961

GRAND TOTAL..... 308  
TOTAL, FT..... 306  
TOTAL, PT AND WAE.. 2

RATE OF PAY	NO. OF EMPLOYEES
1.84	1
1.93	2
1.94	3
1.98	5
2.04	27
2.08	1
2.11	3
2.14	2
2.18	9
2.20	1
2.21	2
2.25	16
2.30	1
2.32	14
2.40	1
2.42	3
2.43	2
2.44	20
2.55	17
2.63	3
2.66	4
2.68	21
2.77	1
2.79	10
2.89	6
2.91	19
2.94	1
2.95	1
3.00	7
3.03	16
3.15	11
3.17	1
3.20	7
3.28	17
3.31	1
3.34	2
3.44	2
3.45	8
3.46	2
3.47	1
3.58	3
3.63	2
3.65	5
3.71	19
3.83	3
3.87	1
3.99	1
4.37	1
0000	0
0000	0



NATIONAL BUREAU OF STANDARDS  
PART A REPORT OF WAGE AND SALARY DISTRIBUTION  
A 2, GS-OUTSIDE WASH. METRO. AREA  
Report No. 063

COVERAGE.....Washington and Boulder

Includes:

All employees paid in June

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....Department of Commerce who transmits to CSC

NRS 063

NATIONAL BUREAU OF STANDARDS  
REPORT OF WAGE AND SALARY DISTRIBUTION  
TABLE A2, GS - OUTSIDE WASH. MET. AREA  
MAY 31, 1961

GRAND TOTAL..... 880  
TOTAL, PT AND WAE.. 103

GRADE	FULL- TIME TOTAL	STEP IN GRADE											Y	X	G	F	E	D	C	B	A
		1	2	3	4	5	6	7	8	9	10	11									
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	21	17	0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	61	22	7	7	6	4	1	13	1	0	0	0	0	0	0	0	0	0	0	0	0
4	74	25	14	8	8	5	3	11	0	0	0	0	0	0	0	0	0	0	0	0	0
5	76	20	9	4	6	3	6	27	1	0	0	0	0	0	0	0	0	0	0	0	0
6	25	9	8	1	1	1	0	4	1	0	0	0	0	0	0	0	0	0	0	0	0
7	105	12	10	4	6	3	2	65	0	1	2	0	0	0	0	0	0	0	0	0	0
8	17	5	2	1	3	1	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0
9	115	11	30	15	24	10	10	13	2	0	0	0	0	0	0	0	0	0	0	0	0
10	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	100	21	4	26	26	0	18	0	3	2	0	0	0	0	0	0	0	0	0	0	0
12	71	21	5	15	13	0	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	57	23	9	12	0	0	11	0	0	2	0	0	0	0	0	0	0	0	0	0	0
14	33	12	5	8	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	21	3	12	1	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

NATIONAL BUREAU OF STANDARDS  
PART B REPORT OF WAGE AND SALARY DISTRIBUTION  
B 2, WB-OUTSIDE WASH. METRO. AREA

COVERAGE.....Washington and Boulder  
Includes:

All employees paid in June

FREQUENCY.....Annual. Data as of June 30.

PREPARED FOR.....Department of Commerce who transmits to CSC

GRAND TOTAL.....	173
TOTAL, FT.....	171
TOTAL, PT AND WAE..	2

[illegible]

NATIONAL BUREAU OF STANDARDS  
SUPPLEMENT TO REPORT OF WAGE AND SALARY DISTRIBUTION  
Report No. 063S

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COVERAGE.....Washington and Boulder

Includes:

Employees having duty stations in Hawaii, Alaska  
and foreign countries, and ungraded employees  
in all areas

FREQUENCY.....Annual. Data as of June 30

PREPARED FOR.....Department of Commerce who transmits to CSC

SOURCE FOR.....Supplementary sheets by duty station and citizenship,  
prepared for submission with the four principal  
pages of the report

NATIONAL BUREAU OF STANDARDS  
SUPPLEMENT TO REPORT OF WAGE AND SALARY DISTRIBUTION  
MAY 31, 1961

DIV.- SECT.	EMP. NO.	NAME	GRADE	SALARY CODE	SALARY	FT/PT WAE	DUTY STA.	APPT. AUTH.	RESIDENCE CODE	CITIZEN
82.50	83033		GS-12X	1	10515	FT	B4		N	Y
82.50	80226		GS-07G	1	06345	FT	C0		N	Y
83.40	85419		GS-09A	1	06435	FT	C0		N	Y
03.03	29460		GS-15C	1	14380	FT	C2		N	Y
09.06	18899		GS-13C	1	11155	FT	C3		N	Y
87.00	87821		GS-15E	1	15030	FT	C4		N	Y
04.01	44010		GS-14C	1	12730	FT	C5		N	Y
83.70	82619		GS-07G	1	06345	FT	C7		N	Y
15.01	30990		GS-13A	1	10635	FT	CA		N	Y
87.50	81017		GS-14C	1	12730	FT	CB		N	Y
87.50	83204		GS-12A	1	08955	FT	CB		N	Y
87.50	85859		GS-09D	1	06950	FT	CB		N	Y
87.50	86219		GS-12A	1	08955	FT	CB		N	Y
87.50	88559		GS-08B	1	06050	FT	CB		N	Y
09.06	33300		GS-13A	1	10635	FT	CC		N	Y
87.50	80369		GS-11A	1	07560	FT	CC		N	Y
82.50	81356		GS-11A	1	07560	FT	CO	13	N	Y
87.00	83040		GS-12A	1	08955	FT	CO		N	Y
02.00	41370		**--**	1	16000	FT	D1		N	Y
03.00	27450		**--**	1	16000	FT	D1	30	Y	Y
03.00	39105		**--**	2	50.00	WAE	D1	20	Y	Y
03.00	41750		**--**	2	50.00	WAE	D1	20	Y	Y
03.07	30180		**--**	2	50.00	WAE	D1	20	Y	Y
03.08	23770		**--**	2	50.00	PT	D1	20	Y	Y
04.00	61380		**--**	1	16000	FT	D1	30	Y	Y
04.04	33720		**--**	1	16000	FT	D1	30	Y	Y
06.05	18220		**--**	2	44.84	WAE	D1	20	Y	Y
07.00	33540		**--**	1	16000	FT	D1	30	Y	Y
07.06	38390		**--**	2	45.00	WAE	D1	20	Y	Y
08.00	28290		**--**	1	16000	FT	D1	30	Y	Y
09.00	21720		**--**	2	50.00	WAE	D1	20	Y	Y
09.00	37100		**--**	2	50.00	WAE	D1	20	Y	Y
10.00	05460		**--**	2	50.00	WAE	D1	20	Y	Y
10.00	47220		**--**	1	16000	FT	D1	20	Y	Y
13.00	00650		**--**	2	40.00	WAE	D1	20	Y	Y
13.00	42991		**--**	2	50.00	WAE	D1	20	Y	Y
13.00	66845		**--**	2	50.00	WAE	D1	20	Y	Y
14.05	57763		**--**	2	45.00	WAE	D1	20	Y	Y
30.00	29760		**--**	1	18000	FT	D1	30	Y	Y
30.00	57810		**--**	2	50.00	WAE	D1	20	Y	Y
30.20	41400		**--**	1	17500	FT	D1	30	Y	Y
30.22	28530		GS-05*	1	05870	FT	D1	30	Y	Y
30.30	51070		**--**	2	50.00	WAE	D1	20	Y	Y
30.30	66840		**--**	1	17500	FT	D1	30	Y	Y
30.40	54690		**--**	1	17500	FT	D1	30	Y	Y
30.70	18960		**--**	1	16500	FT	D1	30	Y	Y
30.80	62790		**--**	2	50.00	WAE	D1	20	Y	Y
79.00	81224		**--**	1	17500	FT	E22	30	Y	Y
81.00	87578		**--**	1	16000	FT	E22	20	Y	Y
84.00	81180		00-000		45.00	WAE	E22			

NATIONAL BUREAU OF STANDARDS  
STUDENT ORIENTATION LIST

Report No. 064

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COVERAGE.....Washington only  
Includes:  
Students only  
Excludes:  
Students on LWOP

FREQUENCY.....May 31 and June 30

PREPARED FOR.....Personnel Division



NAME	POSITION TITLE	DIV.-SEC.
JEROME R ROHSE	PHYSICIST	04.03
EDWARD M BRODY	STUDENT ASSISTANT	02.00
ROBERT J BRUENING	PHYSICIST	02.05
JAMES T CADY	LABORATORY GEN MECH	02.04
JOHN R CALARCO	STUDENT ASSISTANT	02.00
RONALD JERRY COHN	PHYSICIST	02.01
GARRETT V COLEMAN	STUDENT ASSISTANT	06.00
ANN MARIE COITER	STUDENT ASSISTANT	03.00
ROBERT ALAN CREFLER	STUDENT ASSISTANT	03.00
THOMAS P CUMMINGS	STUDENT ASSISTANT	06.00
JOANNE DAUKAS	CHEMIST	02.03
WILLIAM S EPSTEIN	STUDENT TRAINEE	06.00
LOIS J FROLEN	CHEMIST	05.01
FREDERICK J GAUVREAU	STUDENT TRAINEE	02.00
JON HALF GLICK	STUDENT ASSISTANT	06.00
JAMES W GRANT	STUDENT TRAINEE	01.00
CARLA G HARMS	PHYSICIST	03.07
JAMES F HILL	PHYSICAL SCIENCE AID	02.02
ERNEST HILSFNRATH	STUDENT TRAINEE	02.00
DAVID W HUDSON	STUDENT ASSISTANT	06.00
RICHARD M LEF	PHYSICIST	04.05
JAMES W LITTLE	PHYSICIST	06.02
FRANK P MANLEY	STUDENT TRAINEE	06.00
JAMES MACKSON MCMICHAEL	STUDENT ASSISTANT	06.00
JOHN T NELSON	PHYSICIST	02.04
ROBERT M PEARLSTEIN	PHYSICIST	04.01
ROBERT C RAYBOLD	LABORATORY GEN MECH	02.07
EDGAR A RHODES	STUDENT TRAINEE	04.00
GEORGE E RODEN	STUDENT TRAINEE	02.00
BRUCE DALE ROTHROCK	PHYSICIST	02.05
VICTOR A SCHMIDT	PHYSICIST	06.01
EDWARD G SHARP	PHY SCI TECHNICIAN	02.01
PETER S SHOENFELD	PHYSICIST	02.06
KENNETH O SIZEMORE	STUDENT TRAINEE	06.00
CHARLES N SMITH	STUDENT TRAINEE	04.00
HOWARD W STONE JR	STUDENT TRAINEE	06.00
JOSEPH M SURACT	LARY GEN MECH	01.03
HARRY L TAYLOR	PHYSICAL SCIENCE AID	06.03
DAVID K TRASK	ENGINEERING AID	06.04
BILLY RAY VOGEL	STUDENT ASSISTANT	06.00
ELEANOR A WECK	PHYSICIST	02.06
E RUSSELL WYLUDA	STUDENT ASSISTANT	06.00

NATIONAL BUREAU OF STANDARDS  
STUDENT ROSTER

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COVERAGE.....Washington only  
                            Includes:  
                            Students only  
                            Excludes:  
                            Students on LWOP

FREQUENCY.....July 31 and Sept. 30

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
STUDENT ROSTER  
APRIL 30, 1961

DIV.- SECT.	NAME	GRADE	POSITION TITLE	OPTION	FT PT	WAE	TYPE APPT.	TYPE APPT. AUTH.	EOD DATE	DATE OF RETURN TO DUTY
01.00	STUDENT TRAINEE	GS-03A	STUDENT TRAINEE	PHYSICS	FT	5	5		06-13-60	12-27-60
01.03	LARY GEN MECH	GS-02G	LARY GEN MECH		PT	6B			06-01-60	
02.00	STUDENT ASSISTANT	GS-02A	STUDENT ASSISTANT	PHYSICS	FT	2	11		04-03-61	
02.00	STUDENT ASSISTANT	GS-04A	STUDENT ASSISTANT	PHYSICS	PT	6A			04-03-61	
02.00	STUDENT TRAINEE	GS-04A	STUDENT TRAINEE	ELEC ENG	WAE	5	11		05-25-60	
02.00	STUDENT TRAINEE	GS-04A	STUDENT TRAINEE	PHYSICS	PT	5			09-25-59	
02.00	STUDENT TRAINEE	GS-03A	STUDENT TRAINEE	PHYSICS	FT	2	11		01-03-61	
02.01	PHYSICIST	GS-05G	PHYSICIST		PT	5	11		06-28-60	
02.01	PHY SCI TECHNICIAN	GS-05A	PHY SCI TECHNICIAN	PHYSICS	WAE	5			03-18-57	
02.02	PHYSICAL SCIENCE AID	GS-03R	PHYSICAL SCIENCE AID	PHYSICS	PT	5	11		09-02-58	
02.03	CHEMIST	GS-07G	CHEMIST	GENERAL	FT	5			06-08-59	06-20-60
02.04	LABORATORY GEN MECH	GS-02A	LABORATORY GEN MECH		WAE	6B			03-18-60	
02.04	PHYSICIST	GS-05G	PHYSICIST		WAE	5	11		03-01-60	
02.05	PHYSICIST	GS-07G	PHYSICIST		FT	5			06-20-60	
02.05	PHYSICIST	GS-07G	PHYSICIST		FT	5			06-06-60	
02.06	PHYSICIST	GS-07G	PHYSICIST		FT	5	11		06-08-59	
02.06	PHYSICIST	GS-05G	PHYSICIST		FT	5			06-01-59	
02.07	LABORATORY GEN MECH	GS-02G	LABORATORY GEN MECH		PT	6B			12-15-58	02-01-60
03.00	STUDENT ASSISTANT	GS-04A	STUDENT ASSISTANT	MATHEMATICS	WAE	2	11		05-31-60	
03.00	STUDENT ASSISTANT	GS-02A	STUDENT ASSISTANT	PHYSICS	PT	2	11		03-08-61	
03.07	PHYSICIST	GS-07G	PHYSICIST		PT	5			07-05-55	02-13-61
04.00	STUDENT TRAINEE	GS-03A	STUDENT TRAINEE	PHYSICS	FT	5			03-23-59	03-27-61
04.00	STUDENT TRAINEE	GS-04A	STUDENT TRAINEE	PHYSICS	FT	5			06-09-58	12-19-60
04.01	PHYSICIST	GS-07G	PHYSICIST		PT	5			06-27-60	
04.03	PHYSICIST	GS-07G	PHYSICIST		WAE	5			06-20-60	
04.05	PHYSICIST	GS-07G	PHYSICIST		PT	5			05-07-56	01-05-60
05.01	CHEMIST	GS-09G	CHEMIST	PHYSICAL	FT	5			06-20-55	08-30-60
06.00	STUDENT ASSISTANT	GS-04A	STUDENT ASSISTANT	PHYSICS	WAE	2	11		03-06-61	
06.00	STUDENT ASSISTANT	GS-03A	STUDENT ASSISTANT	MECH ENG	FT	5	11		08-22-60	02-20-61
06.00	STUDENT TRAINEE	GS-04C	STUDENT TRAINEE	ELEC ENGR	PT	5			03-11-59	
06.00	STUDENT ASSISTANT	GS-02A	STUDENT ASSISTANT	PHYSICS	FT	2	11		04-03-61	
06.00	STUDENT ASSISTANT	GS-04A	STUDENT ASSISTANT	CHEMISTRY	FT	2	11		01-23-61	
06.00	STUDENT TRAINEE	GS-03A	STUDENT TRAINEE	PHYSICS	FT	5			07-18-60	04-03-61
06.00	STUDENT ASSISTANT	GS-02A	STUDENT ASSISTANT	PHYSICS	WAE	2	11		01-23-61	
06.00	STUDENT TRAINEE	GS-04A	STUDENT TRAINEE	PHYSICS	PT	5			06-19-59	
06.00	STUDENT TRAINEE	GS-04A	STUDENT TRAINEE	MECH ENG	WAE	5			06-06-60	02-06-61
06.00	STUDENT ASSISTANT	GS-04A	STUDENT ASSISTANT	MECH ENG	WAE	2	11		02-27-61	
06.00	STUDENT ASSISTANT	GS-03A	STUDENT ASSISTANT	MECH ENG	FT	2	11		01-04-61	
06.01	PHYSICIST	GS-07G	PHYSICIST		WAE	5			06-16-58	06-09-60
06.02	PHYSICIST	GS-07G	PHYSICIST		FT	5			06-11-59	01-25-61
06.03	PHYSICAL SCIENCE AID	GS-05B	PHYSICAL SCIENCE AID	PHYSICS	FT	5			06-09-58	
06.04	ENGINEERING AID	GS-05A	ENGINEERING AID	MECHANICAL	FT	5			06-10-59	

NATIONAL BUREAU OF STANDARDS  
STUDENTS ON ROLLS

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COVERAGE.....Washington only  
Includes:  
All students

FREQUENCY.....October 31 and January 31

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
STUDENTS ON ROLLS  
APRIL 30, 1961

DIV.- SECT.	NAME	GRADE	POSITION TITLE	OPTION	SERIES	FT PT	WAE	TYPE APPT.	TYPE AUTH.	DATE WENT ON LWOP
01.00		GS-03A	STUDENT TRAINEE	PHYSICS	01399	FT	5			
01.00		GS-04A	STUDENT TRAINEE	CHEMISTRY	01399	FT	5		11	09-12-60
01.00		GS-02A	STUDENT ASSISTANT	PHYSICS	01399	FT	5		11	01-09-61
01.00		GS-04A	STUDENT ASSISTANT	PHYSICS	01311	FT	2		11	09-01-60
01.01		GS-07G	PHYSICIST		01310	FT	5		11	09-14-60
01.01		GS-07G	PHYSICIST		01310	FT	5			09-02-59
01.03		GS-02G	LARY GEN MECH		01610	PT	6B			
02.00		GS-02A	STUDENT ASSISTANT	PHYSICS	01311	FT	2		11	
02.00		GS-04A	STUDENT ASSISTANT	PHYSICS	01311	PT	6A			
02.00		GS-04A	STUDENT ASSISTANT	PHYSICS	01311	FT	2		11	09-01-60
02.00		GS-04A	STUDENT TRAINEE	FLC FNG	00899	WAE	5		11	
02.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	PT	5			
02.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	FT	5			09-06-60
02.00		GS-03A	STUDENT TRAINEE	PHYSICS	01311	FT	2		11	
02.01		GS-05G	PHYSICIST		01310	PT	5		11	
02.01		GS-05A	PHY SCI TECHNICIAN	PHYSICS	01311	WAE	5			
02.02		GS-03B	PHYSICAL SCIENCE AID	PHYSICS	01311	PT	5		11	
02.03		GS-07G	CHEMIST	GENERAL	01320	FT	5			
02.04		GS-02A	LABORATORY GEN MECH		01610	WAE	6B			
02.04		GS-07G	PHYSICIST		01310	FT	5			09-15-60
02.04		GS-05G	PHYSICIST		01310	WAE	5		11	
02.04		GS-07G	PHYSICIST		01310	FT	5			01-30-61
02.05		GS-07G	PHYSICIST		01310	FT	5			
02.05		GS-07G	PHYSICIST		01310	FT	5			
02.06		GS-02A	PHYSICAL SCIENCE AID		01311	PT	5			03-10-61
02.06		GS-07G	PHYSICIST		01310	FT	5		11	
02.06		GS-05G	PHYSICIST		01310	FT	5			
02.07		GS-02G	LABORATORY GEN MECH		01610	PT	5			
03.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	FT	5		11	08-13-59
03.00		GS-04A	STUDENT ASSISTANT	MATHEMATICS	01521	WAE	2		11	
03.00		GS-02A	STUDENT ASSISTANT	PHYSICS	01311	PT	2		11	
03.00		GS-09C	PHYSICIST	SOLID STATE	01310	FT	5			01-04-61
03.00		GS-03A	STUDENT ASSISTANT	PHYSICS	01311	FT	2		11	09-21-60
03.00		GS-07G	PHYSICIST		01310	FT	5			01-04-61
03.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	FT	5			09-10-59
03.00		GS-09G	PHYSICIST	SOLID STATE	01310	FT	5			09-26-59
03.01		GS-07G	CHEMIST	PHYSICAL	01320	FT	5			09-07-60
03.01		GS-05G	PHYSICIST		01310	FT	5			09-18-58
03.01		GS-07G	PHYSICIST		01310	FT	5			09-12-60
03.02		GS-05G	CHEMIST		01320	FT	5			09-06-60
03.03		GS-07G	PHYSICIST	PHYSICS	01310	PT	5			09-19-60
03.07		GS-07G	PHYSICIST		01310	PT	5			
03.08		GS-12C	PHYSICIST	HEAT	01310	FT	5			11-02-59
03.08		GS-07G	PHYSICIST		01310	FT	5			08-05-59
04.00		GS-03A	STUDENT TRAINEE	PHYSICS	01399	FT	5			09-15-60
04.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	FT	5			09-13-60
04.00		GS-04A	STUDENT ASSISTANT	MATHEMATICS	01521	FT	2		11	09-15-60
04.00		GS-03A	STUDENT TRAINEE	PHYSICS	01399	FT	5			
04.00		GS-04A	STUDENT TRAINEE	PHYSICS	01399	FT	5			
04.01		GS-09F	PHYSICIST	ATOMIC MOLE	01310	FT	4			09-30-60



NATIONAL BUREAU OF STANDARDS  
RETENTION REGISTER

Report No. 067

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COVERAGE.....Washington only  
Includes:  
Specified series, grades and retention groups.

FREQUENCY.....On request

PREPARED FOR.....Personnel Division

NATIONAL BUREAU OF STANDARDS  
RETENTION REGISTER  
FOR 1320 SERIES, GRADES 5 THRU 11  
APRIL 30, 1961

RETENTION GROUP	SERIES	GRADE	SERVICE COMP. DATE	POSITION TITLE	OPTION	DIV.- SECT.	EOD DATE	POSITION NO.	FT WAE	PT WAE	VET. PREF.	TYPE APPT.
NAME	01320	GS-11F	02-02-39	CHEMIST	PHYSICAL	01.02	02-14-41	E0375	FT			4
NAME	001B											
NAME	01320	GS-07G	05-20-51	CHEMIST		01.02	05-08-57	F0001	FT		1	4
NAME	001A											
NAME	01320	GS-11C	06-15-53	CHEMIST	PHYSICAL	01.02	06-15-53	K0007	FT			4
NAME	001B											
NAME	01320	GS-11F	02-13-41	CHEMIST	PHYSICAL	01.02	02-13-41	I0148	FT			4
NAME	001B											
NAME	01320	GS-07G	12-17-54	CHEMIST		01.02	11-26-56	I0152	FT		1	4
NAME	001A											
NAME	01320	GS-07G	07-02-56	CHEMIST	PHYSICAL	01.02	07-02-56	I0018	FT			4
NAME	001B											
NAME	01320	GS-11D	12-04-49	CHEMIST	PHYSICAL	01.05	07-02-51	J0401	FT		1	4
NAME	001A											
NAME	01320	GS-09G	04-04-49	CHEMIST	GENERAL	03.02	11-05-56	I0603	FT			4
NAME	001B											
NAME	01320	GS-07G	03-26-56	CHEMIST	PHYSICS	03.02	03-26-56	J0093	FT			4
NAME	001B											
NAME	01320	GS-11D	03-19-56	CHEMIST	PHYSICAL	03.02	03-19-56	I0682	FT			4
NAME	001A											
NAME	01320	GS-11F	06-07-53	CHEMIST	PHYSICAL	03.02	06-06-56	I0255	FT		2	4
NAME	001B											
NAME	01320	GS-11A	01-16-61	CHEMIST	PHYSICAL	03.02	01-16-61	K0841	FT			5
NAME	001B											
NAME	01320	GS-11F	07-02-56	CHEMIST	PHYSICAL	03.07	07-02-56	I0162	FT			4
NAME	001A											
NAME	01320	GS-11D	11-03-47	CHEMIST	GENERAL	04.02	11-03-47	J0288	FT			4
NAME	001B											
NAME	01320	GS-07G	08-14-58	CHEMIST	GENERAL	04.02	08-07-60	K0644	FT			5
NAME	001A											
NAME	01320	GS-09D	05-21-45	CHEMIST	GENERAL	04.02	11-17-52	J0764	FT		1	4
NAME	001B											
NAME	01320	GS-07G	06-17-57	CHEMIST	GENERAL	05.00	06-17-57	J0398	FT			4



NATIONAL BUREAU OF STANDARDS  
RETENTION REGISTER

Report No. 067 - Boulder

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COVERAGE.....Boulder only

Includes:

Specified series, grades and retention groups

FREQUENCY.....On request

PREPARED FOR.....Personnel Office, Boulder

NATIONAL BUREAU OF STANDARDS  
RETENTION REGISTER  
FOR 1320 SERIES, GRADES 5 THRU 11  
APRIL 30, 1961

RETENTION GROUP	SERIES	GRADE	SERVICE COMP. DATE	POSITION TITLE	OPTION	DIV.- SECT.	EOD DATE	POSITION NO.	FT WAE	PT VET. PREF.	TYPE APPT.
001A	01320	GS-09D	07-21-54	CHEMIST	PHYSICAL		07-02-56	J0649	FT	1	4
001A	01320	GS-09E	11-24-48	CHEMIST	PHYSICAL		08-12-54	I0646	FT	1	4
001B	01320	GS-09C	06-01-59	CHEMIST	PHYSICAL		06-01-59	J0069	FT		5
001A	01320	GS-11D	03-17-51	CHEMIST	ORGANIC		03-08-54	K0579	FT	1	4
001A	01320	GS-09G	05-04-49	CHEMIST	PHYSICAL		07-09-51	G0780	FT	1	4
001B	01320	GS-11B	01-16-40	CHEMIST	PHYSICAL		01-10-44	K0792	FT		4
001A	01320	GS-11F	10-14-46	CHEMIST	ANALYTICAL		01-03-51	G0486	FT	1	4
001B	01320	GS-11F	02-15-46	CHEMIST	ANALYTICAL		10-31-49	G0354	FT		4
001B	01320	GS-07G	05-10-57	CHEMIST	ANALYTICAL		06-10-57	J0101	FT		4
001B	01320	GS-09B	06-20-55	CHEMIST	ANALYTICAL		06-20-55	K0893	FT		4
001A	01320	GS-11F	12-23-49	CHEMIST	GENERAL		11-23-51	G0685	FT	1	4
001B	01320	GS-11C	12-08-43	CHEMIST	PHYSICAL		10-27-58	K0087	FT		4
001B	01320	GS-09G	07-02-56	CHEMIST	GENERAL		07-02-56	I0339	FT		4
001B	01320	GS-09G	10-08-43	CHEMIST	ANALYTICAL		10-17-46	E0574	FT		4
001A	01320	GS-11F	02-26-55	CHEMIST	ANALYTICAL		01-27-58	J0560	FT	1	4
011A	01320	GS-07G	09-18-56	CHEMIST	ANALYTICAL		09-02-58	D1030.1	FT	1	5
001B	01320	GS-07Z	07-28-20	CHEMIST	ANALYTICAL		10-12-20	F0108	FT		4

WORKSHEET FOR NATIONAL SCIENCE FOUNDATION ROSTER OF SCIENTISTS AND ENGINEERS  
NATIONAL BUREAU OF STANDARDS  
Report No. 070

COVERAGE.....Washington only

Includes:

Professional only, GS-13 and above

FREQUENCY.....On request

PREPARED FOR.....Personnel Division

SOURCE FOR.....Information for distributing questionnaires from the  
National Science Foundation

NATIONAL BUREAU OF STANDARDS  
WORKSHEET FOR NSF ROSTER OF SCIENTISTS AND ENGINEERS  
MAY 31, 1961

PAGE 1

DIV.- SECT.	NAME	DATE OF BIRTH	GRADE	POSITION TITLE	OPTION	SERIES	SALARY	DUTY STA.	SEX	DATE LAST PROMOTION
01.00		11-13-12	GS-15E	SUPERVISORY PHYSICIST	GENERAL	01310	15030	D1	M	05-10-53
01.01		10-11-05	GS-14B	PHYSICIST	ELEC MAG	01310	12470	D1	M	01-24-60
01.01		12-08-15	GS-14C	PHYSICIST	ELEC/MAG	01310	12730	D1	M	05-31-59
01.01		04-22-04	GS-14C	PHYSICIST	ELEC/MAG	01310	12730	D1	M	08-09-59
01.01		09-05-94	GS-15C	SUPV PHYSICIST	ELEC/MAG	01310	14380	D1	M	09-21-58
01.02		07-20-98	GS-14F	CHEMIST	PHYSICAL	01320	13510	D1	M	01-26-58
01.02		11-05-07	GS-15E	SUPERVISORY CHEMIST	PHYSICAL	01320	15030	D1	M	01-26-58
01.02		08-08-99	GS-13F	CHEMIST	PHYSICAL	01320	11935	D1	M	09-22-57
01.02		12-26-26	GS-13A	CHEMIST	PHYSICAL	01320	10635	D1	M	08-21-60
01.03		04-18-97	GS-15C	SUPV PHYSICIST	EL MAG	01310	14380	D1	M	09-21-58
01.03		08-26-02	GS-15B	PHYSICIST	EL MAG	01310	14055	D1	M	04-03-60
01.03		01-08-17	GS-14C	ELECTRICAL ENG	GENERAL	00850	12730	D1	M	07-12-59
01.03		11-23-06	GS-14F	PHYSICIST	EL MAG	01310	13510	D1	M	04-20-58
01.03		07-25-05	GS-13F	ELECTRICAL ENGINEER	EQUIPMENT	00850	11935	D1	M	07-15-56
01.03		02-10-98	GS-15E	ELECTRONIC ENGINEER	GENERAL	00855	15030	D1	M	04-10-55
01.04		03-02-10	GS-14C	SUPV PHYSICIST	EL MAG	01310	12730	D1	M	11-15-59
01.05		12-22-23	GS-13F	PHYSICIST	SOLID STATE	01310	11935	D1	M	06-12-60
01.05		07-20-28	GS-13B	PHYSICIST	SOLID STATE	01310	10895	D1	M	07-26-59
01.05		11-26-22	GS-15C	SUPV PHYSICIST	SOLID STATE	01310	14380	D1	M	07-26-59
01.05		05-02-26	GS-13C	PHYSICIST	SOLID STATE	01310	11155	D1	M	01-27-57
01.05		08-20-99	GS-13F	PHYSICIST	EL MAG	01310	11935	D1	M	06-26-60
02.00		01-18-03	**--**	SUPV PHYSICIST	GENERAL	00000	16000	D1	M	02-23-58
02.01		03-15-05	GS-15E	SUPR PHYSICIST	OPTICS	01310	15030	D1	M	03-04-51
02.01		04-08-93	GS-13X	ELECTRICAL ENGINEER	ILLUMINATION	00850	12195	D1	M	02-13-55
02.01		09-12-11	GS-14F	SUPR PHYSICIST	OPTICS	01310	13510	D1	M	10-21-56
02.01		01-11-17	GS-13F	PHYSICIST	OPTICS	01310	11935	D1	M	08-03-52
02.01		11-15-00	GS-15E	PHYSICIST	OPTICS	01310	15030	D1	M	03-14-54
02.01		10-11-03	GS-13F	PHYSICIST	OPTICS	01310	11935	D1	M	04-05-59
02.01		10-24-17	GS-13C	PHYSICIST	OPTICS	01310	11155	D1	M	06-30-57
02.01		10-23-00	GS-13F	PHYSICIST	GENERAL	01310	11935	D1	M	01-23-49
02.01		07-12-03	GS-13X	PHYSICIST	OPTICS	01310	12195	D1	M	04-02-61
02.02		11-08-16	GS-13A	MATHEMATICIAN	OPTICS	01520	10635	D1	M	04-30-61
02.02		05-26-05	GS-14C	PHYSICIST	OPTICS	01310	12730	D1	M	10-05-58
02.02		07-21-05	GS-15B	PHYSICIST	OPTICS	01310	14055	D1	M	03-20-60
02.03		09-22-24	GS-14A	PHYSICIST	GENERAL	01310	12210	D1	M	11-27-60
02.04		07-17-94	GS-13F	SUPERVISORY PHYSICIST	GENERAL	01310	11935	D1	M	12-05-54
02.05		12-20-95	GS-15E	SUPERVISORY PHYSICIST	GENERAL	01310	15030	D1	M	02-09-58
02.05		07-18-96	GS-13F	PHYSICIST	GENERAL	01310	11935	D1	M	03-25-56
02.05		03-02-10	GS-13B	MECHANICAL ENGINEER	INDUS EQUIPT	00830	10895	D1	M	12-01-57
02.05		05-19-11	GS-13F	MECHANICAL ENGINEER	GENERAL	00830	11935	D1	M	06-30-57
02.05		01-03-02	GS-14F	PHYSICIST	OPTICS	01310	13510	D1	M	04-16-61
02.05		06-15-20	GS-13A	PHYSICIST	GENERAL	01310	10635	D1	M	12-01-57
02.05		05-12-23	GS-13C	PHYSICIST	GENERAL	01310	11935	D1	M	01-24-60
02.06		08-07-14	GS-13B	PHYSICIST	GENERAL	01310	10895	D1	M	03-10-57
02.06		04-02-00	GS-13F	MECHANICAL ENGINEER	GENERAL	00830	11935	D1	M	12-30-56
03.00		12-22-22	GS-14F	PHYSICIST	ATOM MOLE	01310	13510	D1	M	02-09-58
03.00		09-23-07	GS-15E	SUPERVISORY CHEMIST	HEAT	01320	15030	D1	M	08-24-58
03.00		06-29-25	**--**	PHYS. SCI. ADMIN.	HEAT	00000	16000	D1	M	
03.00		10-12-21	GS-15A	PHYSICIST	HEAT	01310	13730	D1	M	

WORKSHEET FOR NATIONAL SCIENCE FOUNDATION ROSTER OF SCIENTISTS AND ENGINEERS  
NATIONAL BUREAU OF STANDARDS  
Report No. 070 - Boulder

COVERAGE.....Boulder only

Includes:

Professional only, GS-13 and above

FREQUENCY.....On request

PREPARED FOR.....Personnel Office, Boulder

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NATIONAL BUREAU OF STANDARDS  
WORKSHEET FOR NSF ROSTER OF SCIENTISTS AND ENGINEERS  
APRIL 30, 1961

DIV.- SECT.	NAME	DATE OF BIRTH	GRADE	POSITION TITLE	OPTION	SERIES	SALARY	DUTY STA.	SEX	DATE LAST PROMOTION
79.00		01-18-29	**--**	CONSULTANT		00000	45.00	E22	M	
79.60		05-12-21	GS-14F	PHYSICIST	GENERAL	01310	13510	E22	M	
80.50		11-30-05	**--**	CONSULTANT		00000	35.00	E22	M	
81.00		12-06-87	GS-13F	CHEMIST	PHYSICAL	01320	11935	E22	M	
81.00		08-02-10	GS-15A	CHEMICAL ENGINEER		00893	13730	E0	M	07-12-59
81.10		09-04-20	GS-13B	MECHANICAL ENGINEER	GENERAL	00830	10895	E22	M	
81.10		11-17-19	GS-13A	MECHANICAL ENGINEER	GENERAL	00830	10635	E22	M	10-02-60
81.20		08-22-14	GS-13F	CHEMICAL ENGINEER		00893	11935	E22	M	09-22-57
82.00		09-02-20	**--**	CONSULTANT		00000	45.00	E22	M	
82.00		04-11-01	**--**	CONSULTANT		00000	50.00	E51	M	
83.00		06-01-27	GS-13B	MATHEMATICIAN		01520	10895	E22	M	
83.00		01-18-17	**--**	CONSULTANT		00000	40.00	E22	M	
84.00		04-02-13	GS-15A	PHYSICIST	GENERAL	01310	13730	E22	M	02-19-61
84.00		03-30-23	GS-13B	PHYSICIST	ATOMIC/MOLE	01310	10895	E22	M	
84.00		07-28-15	**--**	EXPERT	CONTRACT	00000	50.00	D1	M	
84.30		01-06-11	GS-14B	PHYSICIST	SOLID STATE	01310	12470	E22	M	07-09-60
84.30		09-14-17	GS-14A	PHYSICIST	ELECTRONICS	01310	12210	E22	M	01-22-61
84.30		09-07-26	**--**	CONSULTANT		00000	45.00	E22	M	
87.00		12-14-10	**--**	CONSULTANT		00000	50.00	E22	M	
87.00		08-24-28	GS-13F	PHYSICIST	GENERAL	01310	11935	E22	M	
87.50		09-17-24	**--**	CONSULTANT		00000	40.00	E12	M	





U. S. DEPARTMENT OF COMMERCE  
Luther H. Hodges, *Secretary*

NATIONAL BUREAU OF STANDARDS  
A. V. Astin, *Director*



## THE NATIONAL BUREAU OF STANDARDS

The scope of activities of the National Bureau of Standards at its major laboratories in Washington, D.C., and Boulder, Colorado, is suggested in the following listing of the divisions and sections engaged in technical work. In general, each section carries out specialized research, development, and engineering in the field indicated by its title. A brief description of the activities, and of the resultant publications, appears on the inside of the front cover.

### WASHINGTON, D.C.

**Electricity.** Resistance and Reactance. Electrochemistry. Electrical Instruments. Magnetic Measurements. Dielectrics.

**Metrology.** Photometry and Colorimetry. Refractometry. Photographic Research. Length. Engineering Metrology. Mass and Scale. Volumetry and Densimetry.

**Heat.** Temperature Physics. Heat Measurements. Cryogenic Physics. Equation of State. Statistical Physics. **Radiation Physics.** X-ray. Radioactivity. Radiation Theory. High Energy Radiation. Radiological Equipment. Nucleonic Instrumentation. Neutron Physics.

**Analytical and Inorganic Chemistry.** Pure Substances. Spectrochemistry. Solution Chemistry. Standard Reference Materials. Applied Analytical Research.

**Mechanics.** Sound. Pressure and Vacuum. Fluid Mechanics. Engineering Mechanics. Rheology. Combustion Controls.

**Organic and Fibrous Materials.** Rubber. Textiles. Paper. Leather. Testing and Specifications. Polymer Structure. Plastics. Dental Research.

**Metallurgy.** Thermal Metallurgy. Chemical Metallurgy. Mechanical Metallurgy. Corrosion. Metal Physics. Electrolysis and Metal Deposition.

**Mineral Products.** Engineering Ceramics. Glass. Refractories. Enameled Metals. Crystal Growth. Physical Properties. Constitution and Microstructure.

**Building Research.** Structural Engineering. Fire Research. Mechanical Systems. Organic Building Materials. Codes and Safety Standards. Heat Transfer. Inorganic Building Materials.

**Applied Mathematics.** Numerical Analysis. Computation. Statistical Engineering. Mathematical Physics. Operations Research.

**Data Processing Systems.** Components and Techniques. Digital Circuitry. Digital Systems. Analog Systems. Applications Engineering.

**Atomic Physics.** Spectroscopy. Infrared Spectroscopy. Solid State Physics. Electron Physics. Atomic Physics.

**Instrumentation.** Engineering Electronics. Electron Devices. Electronic Instrumentation. Mechanical Instruments. Basic Instrumentation.

**Physical Chemistry.** Thermochemistry. Surface Chemistry. Organic Chemistry. Molecular Spectroscopy. Molecular Kinetics. Mass Spectrometry.

Office of Weights and Measures.

### BOULDER, COLO.

**Cryogenic Engineering.** Cryogenic Equipment. Cryogenic Processes. Properties of Materials. Cryogenic Technical Services.

**Ionosphere Research and Propagation.** Low Frequency and Very Low Frequency Research. Ionosphere Research. Prediction Services. Sun-Earth Relationships. Field Engineering. Radio Warning Services.

**Radio Propagation Engineering.** Data Reduction Instrumentation. Radio Noise. Tropospheric Measurements. Tropospheric Analysis. Propagation-Terrain Effects. Radio-Meteorology. Lower Atmosphere Physics.

**Radio Standards.** High Frequency Electrical Standards. Radio Broadcast Service. Radio and Microwave Materials. Atomic Frequency and Time Interval Standards. Electronic Calibration Center. Millimeter-Wave Research. Microwave Circuit Standards.

**Radio Systems.** High Frequency and Very High Frequency Research. Modulation Research. Antenna Research. Navigation Systems.

**Upper Atmosphere and Space Physics.** Upper Atmosphere and Plasma Physics. Ionosphere and Exosphere Scatter. Airglow and Aurora. Ionospheric Radio Astronomy.

